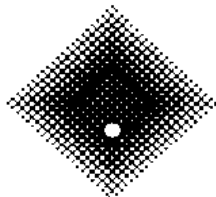**VICTORIA UNIVERSITY** OF TECHNOLOGY

Technical and Further Education (TAFE) Handbook 2002

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

Caution This Handbook provides a guide to Technical and Further Education courses available within the Division of TAFE at the University in 2002. 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.

Contents

How to use this book

Welcome to Victoria University of Technology's TAFE Handbook 2002. The Handbook is designed to provide students with detailed information on course structure, module/unit content, on-campus facilities and University regulations and procedures required for the successful completion of study.

The introduction to this Handbook lists all courses offered by the TAFE Division of Victoria University. The General Course Information section outlines useful information specific to the TAFE Division regarding application procedures, fees and charges, the Australian Qualifications Framework, articulation, recognition of qualifications and other services available to students. The sections on the various Schools within the TAFE Division outline the requirements and structure of all courses offered by individual Departments within each School. The course outlines are followed by the Module Details chapter, which gives detailed descriptions of all modules/units offered. The modules/units are listed in alphanumeric order according to their module/unit code.

The back sections of the Handbook include useful information about articulation and credit transfer, recognition of prior learning, admission and enrolment procedures and services available to students. There is also a list of all courses offered by Victoria University in 2002, 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.

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 this Handbook may change after the date of publication. Accordingly, before final decisions are made or enrolment occurs based on information contained in the Handbook, each student or prospective student should contact the Centre for Commencing Students on (03) 9688 4110 to ensure that the pertinent information is still accurate.

Victoria University–TAFE Division

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Mr RIchard Carter,
Acting Director of TAFE

The TAFE Division of Victoria University provides award-winning vocational education and training for a wide range of skilled occupations for the 21st Century. We aim to provide you with the right combination of up-to-date and industry relevant academic, practical and personal skills. Our TAFE graduates enjoy excellent employment prospects.

In 2001, more than 27,000 students chose to enrol in TAFE courses at Victoria University, making it one of the biggest providers of vocational education and training in Victoria.

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

School of Building, Electrical and Information Technology
• Department of Building and Construction
• Department of Building Services and Special Trades
• Department of Electrotechnology
• Department of Information Technology
School of Business
• Department of Administrative and Legal Studies
• Department of Financial Services
• Department of Management and Marketing
• Western Business Enterprise Centre
School of Engineering, Science and Industrial Skills
• Department of Automotive and Fabrication
• Department of Mechanical Manufacturing and Civil Engineering
• Department of Science and Food Technology
• Industrial Skills Training Centre
School of Further Education and Employment Services
• Department of Adult Literacy and Work Education
• Department of Arts and Preparatory Programs
• Department of Employment and Training Services
• Department of Language Studies
• Music Programs
School of Human Services, Art and Multimedia
• Department of Art, Design and Multimedia
• Department of Child Studies
• Health Services Unit
• Library Studies Unit
• Department of Social and Community Studies
• Department of Sport, Fitness and Recreation
School of Hospitality and Personal Services
• Department of Hospitality and Tourism
• Department of Personal Services
• Short Courses Centre

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

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

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

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

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

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

I welcome all prospective and continuing students, industry clients and groups from the community to the Victoria University TAFE Division and wish you well during your time with us.

Richard Carter
Acting Director of TAFE

TAFE Courses in 2002

School of Building, Electrical and Information Technology

Building and Construction Department
Certificate I in Boatbuilding15562VIC [Pre-Apprenticeship]
Certificate II in Boatbuilding15563VIC [Traineeship]
Certificate III in Boatbuilding15564VIC [Apprenticeship]
Certificate I in ConstructionBCG10198
Certificate I in Construction (Off-site) BCF10106
Certificate II in General ConstructionBCG20198B
    Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction
    (Bricklaying/Blocklaying)BCG30698 [Apprenticeship]
Certificate II in General ConstructionBCG20198
    [Carpentry – Pre-Apprenticeship]
Certificate III in General Construction (Carpentry –
    Framework/Formwork/Finishing)BCG30798 [Apprenticeship]
Certificate II in Carpentry and Joinery
    (Joinery/Stairbuilding/Shopfitting) 20082VIC
Certificate III in Off-site Construction
    (Joinery–Timber/Aluminium/Glass) BCF30200
Certificate II in Furnishing (Furniture Manufacturing
    Pre-Apprenticeship)2202ACC [Cabinet Making]
Certificate III in Furnishing (Cabinet Making)2302ABC
    [Apprenticeship]
Diploma of Building Design and DraftingSA3474
Certificate IV in Building DraftingSA3476
Diploma of BuildingSA3475
Certificate IV in BuildingSA3477
Diploma of the Built EnvironmentSA3472
Diploma of Building SurveyingSA3473
Building Services and Special Trades Department
Certificate III in Plumbing and Gasfitting20085VIC
Certificate I in Building and Construction (Plumbing)2102ABC
Certificate IV in Plumbing (Services Design)2402ADC
Certificate II in General Construction BCG20198P
    [Painting and Decorating – Pre-Apprenticeship]
Certificate III in General Construction
    (Painting & Decorating)BCG30498 [Apprenticeship]
Certificate II in Sign Technology20087VIC
Certificate III in Sign Industry20088VIC
Certificate IV in Sign Technology21000VIC
Electrotechnology Department
Certificate I in Electrical (Pre-Apprenticeship)14935VIC
Certificate III in Electrotechnology Systems ElectricianUTE31199
    [Streams in Control, Installation and Servicing, and Process)
Certificate IV in Electrical2406ANC[Motor Control Stream]
Diploma of Computer Systems2506AJC[Internetworking]
Certificate IV in Computer Systems 2406APC[Internetworking]
Certificate II in Computer Systems2206AJC [Internetworking]
Certificate I in Computer Systems2106AHC[Internetworking]
Certificate III in Electrotechnology Entertainment and
    ServicingUTE30799 [Streams in Audio-Analogue, Audio-Digital,
    Electronic Appliances, and Video]
Certificate III in Electrotechnology Computer SystemsUTE30599
    [Streams in Business Equipment, Control, Data Capture, Networks]
Certificate III in Electrotechnology CommunicationsUTE30499
    [Streams in Broadcast, Microwave and Satellite]
Advanced Diploma in Electronics Engineering Analogue and Digital
(Streams in Analogue and Digital, Communications and Medical
Equipment)UTE60399
Advanced Diploma in Computer Systems EngineeringUTE60199
Information Technology Department
Certificate II in Information Technology
    (Computer Applications)2209ABC
Certificate III in Information Technology
    (Software Applications)ICA30199 [Web Pages]
Certificate IV in Information TechnologyICA20199
Certificate IV in Multimedia14933VIC
Diploma of Information Technology
    (Software Development)ICA50299
Diploma of Multimedia14934VIC
Diploma of Information Technology21104VIC
    [Specialising in Network and Internet Technologies]

School of Business

Administrative and Legal Studies Department
Certificate IV in Electronic Publishing2403AFC incorporating
    Certificate II in Desktop Publishing2203AFC
Certificate III in Business (Legal Administration)BSA30200
Certificate IV in Business (Legal Services)BSA40200
Advanced Diploma of Business (Legal Practice)20055VIC
Diploma of Business (Administration)BSA50197
Certificate IV in Business (Administration)BSA40197
Certificate III in Business (Office Administration)BSA30197
Certificate II in Business (Office Administration)BSA20197
Management and Marketing Department
Diploma of Frontline ManagementQLD7042
Certificate IV in Frontline ManagementQLD7041
Certificate III in Frontline ManagementQLD7040
Certificate IV in Business (Human Resource Operations)20051VICB
Diploma of Business (Human Resource Practice)20053VICB
Advanced Diploma of Business
    (Human Resource Management)20055VICB
Advanced Diploma of Management14246ACT
Diploma of Management14247ACT
Certificate IV in Management14248ACT
Certificate III in Management14249ACT
Advanced Diploma of Business
    (Operations Management)20055VICC
Diploma of Business (Operations Management)20053VICC
Certificate IV in Business (Operations Management)20051VICC
Certificate IV in Business (Advertising)20051VICA
Diploma of Business (Advertising)20053VICA
Advanced Diploma of Business (Advertising)20055VICA
Advanced Diploma of Business (Marketing)20055VICF
Diploma of Business (Marketing)20053VICF
Certificate IV in Business (Sales and Marketing)20051VICF
Advanced Diploma of Business (International Business)20055VICE
Diploma of Business (International Trade)20053VICE
Certificate IV in Business (International Trade)20051VICE
Advanced Diploma of Business (Public Relations)20055VIC-D
Financial Services Department
Certificate III in Financial ServicesFNB30199
Advanced Diploma in AccountingFNB60299
Diploma in AccountingFNB50299
Diploma of Business (Banking and Finance)90025NSW
Course in Real Estate for Agents' Representatives2004AAA
Certificate IV in Business (Estate Agency Practice)2404ADA

Course in Introduction to Call Centre Operations 3113BBI07
Certificate II in Telecommunications (Call Centres)ICT20499
Certificate III in Telecommunications (Call Centres)ICT30599
Certificate IV in Telecommunications (Call Centres)ICT40599
Diploma in Customer Contact Management3113BBCCM01
   [contact Department for details]
Western Business Enterprise Centre
Certificate II in Security (Guarding)PRS20198
Certificate III in Security (Guarding)PRS30198
Certificate III in Small Business Management2304ACC
Certificate IV in Small Business Management15703SA
Diploma of Small Business Management15702SA
Certificate IV in Business Facilitation3113WSB57

School of Engineering, Science and Industrial Skills

Automotive and Fabrication Department
Certificate I in EngineeringMEM10198F
Certificate II in Engineering (Production)MEM20198F
Certificate II in Engineering (Production Technology)MEM20298F
Certificate III in Engineering (Production Systems)MEM30198F
Certificate III in Engineering (Fabrication Trade)MEM30398
   [Light and Heavy]
Certificate IV in Engineering Technology20018VICF [Fabrication]
Advanced Diploma of Engineering Technology20020VICF
   [Fabrication]
Diploma of Engineering Technology20019VICF [Fabrication]
Certificate I in AutomotiveAUR10199
Certificate II in Automotive Administration (Clerical)AUR20199
Certificate II in Automotive Mechanical (Air Conditioning)AUR20799
Certificate II in Automotive Mechanical
   (Cylinder Head Reconditioning)AUR20899
Certificate II in Automotive Mechanical (Wheel Aligning)AUR21899
Certificate II in Automotive Mechanical (Driveline)AUR20999
Certificate II in Automotive Mechanical (Exhaust Fitting and
   Repair)AUR21099
Certificate II in Automotive Mechanical (Radiator Repairs)AUR21299
Certificate II in Automotive Mechanical
   (Steering and Suspension)AUR21399
Certificate II in Automotive Mechanical
   (Tyre Fitting and Repair Light)AUR21599
Certificate II in Automotive Mechanical (Underbody)AUR21699
Certificate II in Automotive Mechanical (Vehicle Servicing)AUR21799
Certificate II in Automotive Technology21110VIC
Certificate III in Automotive – Repair, Services and Retail2306AGB
   [Streams in Light Vehicle Mechanic, Panel Beating, Vehicle Painting]
Certificate III in Automotive Mechanical
   (Automotive Transmission)AUR30299
Certificate III in Automotive Mechanical (Brakes)AUR30399
Certificate III in Automotive Mechanical (Driveline)AUR30699
Certificate III in Automotive Mechanical (Light Vehicle)AUR31099
Certificate II in Automotive Sales
   (Replacement Parts and Accessories)AUR22099
Certificate II in Automotive Vehicle Body
   (Accessory Fitting - Mechanical)AUR22499
Certificate II in Automotive Vehicle Body (Detailing)AUR22599
Certificate II in Automotive Vehicle Body (Dismantling)AUR22699
Certificate II in Automotive Vehicle Body
   (Paint/Panel Preparation)AUR22899
Certificate III in Automotive Vehicle Body (Panel Beating)AUR31699
Certificate III in Automotive Vehicle Body
   (Vehicle Painting)AUR31899
Certificate IV in AutomotiveAUR40199
Certificate II in Bicycles (Services)AUR23099

Certificate II in Marine (Services)AUR23299
Certificate II in Outdoor Power Equipment (Services)AUR23399
Industrial Skills Training Centre
Course in Cranes [contact Department for details]
Course in Rigging – Basic [contact Department for details]
Course in Rigging – Intermediate [contact Department for details]
Course in Rigging – Advanced [contact Department for details]
Course in Safe Lifting (Load Slinging)*[contact Department for details]*
Course in Scaffolding – Basic [contact Department for details]
Course in Scaffolding – Limited Height *[contact Department for details]*
Course in Scaffolding – Intermediate *[contact Department for details]*
Course in Scaffolding – Advanced *[contact Department for details]*
Course in Dogging *[contact Department for details]*
Course in Earthmoving *[contact Department for details]*
Course in Trench Shoring and Safety *[contact Department for details]*
Course in Forklift Operating *[contact Department for details]*
Course in Elevating Platform Vehicle Operators
   [contact Department for details]
Driver Training *[contact Department for details]*
Driver Education *[contact Department for details]*
Certificate III in Civil Construction (Plant)BCC30198
Certificate III in General Construction BCG31398
Certificate I in Transport and Distribution (Warehousing)TDT10197
Certificate II in Transport and Distribution (Warehousing)TDT20197
Certificate III in Transport and Distribution (Warehousing)TDT30197
Certificate I in Transport and Distribution
   (Road Transport)TDT10297
Certificate II in Transport and Distribution
   (Road Transport)TDT20297
Certificate III in Transport and Distribution
   (Road Transport)TDT30297
Certificate III in Transport and Distribution
   (Mobile Crane Operations)TDT30998
Certificate IV in Transport and Distribution
   (Mobile Crane Operations)TDT40998
Certificate III in Road Transport
   (Motor Vehicle Driving Instruction)2311AEA
Course in Dangerous Goods2011ADC
Mechanical Manufacturing and Civil Engineering Department
Certificate I in Engineering Technology2106AIC
Certificate I in EngineeringMEM10198
Certificate II in Engineering (Production)MEM20198
Certificate II in Engineering (Production Technology)MEM20298
Certificate III in Engineering (Production Systems)MEM30198
Certificate III in Engineering (Mechanical Trade)MEM30298
Certificate III in Engineering (Technician)MEM30598
Certificate IV in Engineering Technology20018VIC
Certificate IV in Engineering (Higher Engineering Trade)MEM40198
Diploma of Engineering Technology20019VIC
   [Streams in Civil, Manufacturing, Mechanical, and Mechatronics]
Advanced Diploma of Engineering Technology20020VIC
   [Streams in Civil, Manufacturing, Mechanical, and Mechatronics]
Advanced Diploma of Engineering Technology
   (Principal Technical Officer)14309VIC
   [Streams in Civil, Manufacturing, Mechanical, and Mechatronics]
Science and Food Technology Department
Certificate II in Science (Bridging)2212AMC
Certificate III in Science (Bridging)2312ACC
Certificate II in Animal StudiesRUV20198
Certificate III in Animal StudiesRUV30198
Certificate III in Animal TechnologyQLD3757
Certificate IV in Animal Technology2411ARC
Diploma of Applied Science (Animal Technology)QLD3522
Certificate IV in Veterinary NursingRUV40198
Certificate III in Occupational Health & SafetyQLD1893
Certificate IV in Occupational Health & SafetyQLD1892
Diploma of Occupational Health & SafetyQLD1891
Certificate III in Health (Hospital Pharmacy Technician)2307AEC

Certificate IV in Food Technology2406ASC
Certificate IV in Transport and Distribution (Warehousing)TDT40197
Diploma of Transport Distribution (Logistics)TDT51098
Advanced Diploma of Transport Distribution (Logistics)TDT61098
Certificate III in Laboratory SkillsQLD3758
Certificate IV in Laboratory TechniquesPML40199
Diploma of Laboratory TechnologyPML50199
Diploma of Laboratory Technology
    (Process Manufacturing Testing)PML50199
Diploma of Laboratory Technology (Pathology Testing)PML50199
Diploma of Laboratory Technology
    (Biological and Environmental Testing)PML50199
Diploma of Laboratory Technology (Food Testing)PML50199
Advanced Diploma of Laboratory OperationsPML60199
Certificate II in HorticultureRUH20198
Certificate II in Horticulture (Production)RUH20898
Certificate II in Horticulture (Nursery)RUH20598
Certificate II in Horticulture (Arboriculture)RUH20298
Certificate II in Horticulture (Landscape)RUH20498
Certificate II in Horticulture (Turf Management)RUH20798
Certificate II in Horticulture (Floriculture)RUH20398
Certificate II in Horticulture (Landscape)RUH20498
Diploma in Natural Resource Management2509ACC

School of Further Education and Employment Services

Adult Literacy and Work Education Department
Certificate I in General Education for Adults (Foundation)2112AFC
Certificate II in General Education for Adults2212AKC
Certificate II in General Education for Adults
    (Further Study)2212ALC
Specialised Programs
Certificate I in Vocational Studies
    (Transport and Distribution)15598VIC
Diploma of Further Education21015VIC
Certificate IV in Further Education21014VIC
Certificate I in Work Education21108VIC
Arts and Preparatory Programs Department
Diploma of Arts
    (Small Companies and Community Theatre)21052VIC
Diploma of Arts (Professional Writing and Editing)21124VIC
Certificate IV in Professional Writing and Editing21123VIC
Access Program – Women2100KFM
Science for Nurses2290HZB
    [Gateway to Nursing and the Health Sciences]
Preparation for Tertiary Studies [Arts]2200LZO
Certificate I in ESL Access14378VIC
Certificate II in ESL Access14379VIC
Certificate I in General Education for Adults (Foundation)2112AFC
Certificate II in General Education for Adults2212AKC
Certificate II in General Education for Adults
    (Further Study)2212ALC
Diploma of Liberal Arts2503ANC
Certificate IV in Liberal Arts2403AGC
Adult Victorian Certificate of Education (VCE)2200LZV
Music Programs
Certificate IV in Music Industry Skills
    (Performance/Composition)13057VIC
Certificate IV in Music Industry Skills (Sound Production)14266VIC
Diploma of Sound Production14475VIC
Diploma of Contemporary Music
    (Performance/Composition)13058VIC
Certificate IV in Music Industry (Business)CUS40301

Language Studies Department
Certificate IV in ESL(Academic Purposes)14374VIC
Certificate IV in ESL(Vocational Purposes)14377VIC
Certificate IV in ESL(Access)14381VIC
Certificate II in ESL(Academic Purposes)14372VIC
Certificate II in ESL(Vocational Purposes)14375VIC
Certificate II in ESL(Access)14379VIC
Certificate III in ESL(Academic Purposes)14373VIC
Certificate III in ESL(Vocational Purposes)14376VIC
Certificate III in ESL(Access)14380VIC
Certificate I in ESL (Access)14378VIC

School of Human Services, Art and Multimedia

Art, Design and Multimedia Department
Diploma of Arts (Graphic Arts)12861VIC
Diploma of Arts (Visual Art)12857VIC
Certificate IV in Arts (Applied Design)15727VIC
Advanced Diploma of Arts
    (Electronic Design and Interactive Media)2603AAC
Advanced Diploma of Arts (Graphic Design)12862VIC
Certificate II in Art (Interactive Multimedia)2203AGB
Child Studies Department
Advanced Diploma in Community Services (Children's
    Services)CHC60399
Diploma of Community Services (Children's Services)CHC50399
Certificate IV in Community Services (Children's Services)CHC40399
Certificate III in Community Services (Children's Services)CHC30399
Certificate II in Community Services (Children's Services)CHC20399
Health Services Unit
Certificate IV in Health (Nursing)2407ADC
Certificate IV in Pathology Collection2407ALC
Library Studies Unit
Advanced Diploma in Library and Information ServicesCUL60199
Diploma in Library and Information ServicesCUL50199
Certificate IV in Library and Information ServicesCUL40199
Certificate III in Library and Information ServicesCUL30199
Certificate II in Library and Information ServicesCUL20199
    [contact Department for details]
Social and Community Studies Department
Diploma of Community Services (Welfare Studies)2507ABC
Advanced Diploma of Justice21214VIC
Diploma of Justice21213VIC
Certificate IV in Justice21212VIC
Diploma of Community Services (Community Work)CHC50699
Diploma of Community Services (Youth Work)CHC50999
Diploma of Business
    (Community Services and Health Management)20053VIC
Diploma of Community Services (Disability Work)CHC50799
Diploma of Community Services
    (Alcohol and Other Drugs Work)CHC50299
Certificate III in Community Services (Disability Work)CHC30799
Certificate IV in Community Services (Disability Work)CHC40799
Certificate II in Community Services (Community Work)CHC20499
Certificate III in Community Services (Community Work)CHC30699
Certificate IV in Community Services (Aged Care Work)CHC40199
Diploma in Counselling3113GWD40
Certificate II in Home Support Cleaning21186VIC
    [contact Department for details]
Sport and Recreation Department
Graduate Certificate in Career Counselling for Elite Performers
    (Dance/Music/Sport)*[contact Department for details]*
Certificate III in FitnessSRF30201 *[contact Department for details]*
Certificate II in Sport and RecreationSRO20199

Certificate III in Sport and RecreationSRO30199
Certificate IV in Sport and RecreationSRO40199
Certificate IV in Sport (Development)SRS40399
Certificate IV of Sports Science (Golf)3113SRG35
Diploma of Sports Science (Golf)3113SRG36
Diploma of Sport and RecreationSRO50199
Certificate III in Racing (Greyhound) – Kennelhand level 2RGR30598

School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling2211ARC
Certificate II in Nail TechnologyWRB20199
Certificate III in BeautyWRB30199
Certificate IV in Beauty TherapyWRB40199
Diploma of Beauty TherapyWRB50199
Certificate II in Retail Cosmetic AssistantWRB20399
Diploma of Entertainment (Makeup)CUE50798
Certificate III in Health Science (Therapeutic Massage)3113BT01
Certificate IV in Health Science (Remedial Massage)3113BT02
Diploma of Health Science (Massage)WAO350
Certificate II in HairdressingWRH20100
Certificate III in HairdressingWRH30100
Certificate IV in HairdressingWRH40100
Certificate I in Retail OperationsWRR10197
Certificate II in Retail OperationsWRR20197
Certificate III in Retail OperationsWRR30197
Certificate IV in Retail ManagementWRR40197
Diploma of Retail ManagementWRR50197
Hospitality and Tourism Department
Certificate I in Hospitality (Kitchen Operations)THH11197
Certificate I in Hospitality (Operations)THH11097
Certificate II in Hospitality (Operations)THH21897
   [Food and Beverage Services]
Certificate II in Hospitality (Operations)THH21897
   [Accommodation Services]
Certificate II in Hospitality (Commercial Cookery)THH21297
Certificate III in Hospitality (Commercial Cookery)THT31597
Certificate III in Hospitality (Accommodation Services)THH32897
Certificate IV in Hospitality
   (Food and Beverage Supervision)THH42397
Certificate IV in Hospitality
   (Accommodation Services Supervision)THH42497
Diploma of Hospitality (Management)THH51297
Advanced Diploma of Hospitality (Management)THH60297
Certificate IV in Tourism (Team Leading)THT40298
Certificate IV in Tourism (Sales and Marketing)THT40198
Certificate III in Tourism (Visitor Information Services)THT30698
Certificate III in Tourism (Tour Operations)THT30498
Certificate III in Tourism (Retail Travel Sales)THT30298
Diploma of Tourism
   (Marketing and Product Development)THT50198
Advanced Diploma of Tourism ManagementTHT60198
   [Marketing and Product Development]
Diploma of Tourism (Operations Management)THT50398
Advanced Diploma of Tourism ManagementTHT60198
   [Operations Management]
Nature/Adventure Based Tourism
incorporating–
Certificate IV in Tourism (Guiding)THT40398
Certificate IV in Sport and RecreationSRO40199

General Course Information

Application Procedures

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

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

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

Please refer to the back section of the Handbook for details of the University's admission policy, regulations and procedures, and student services relevant to all students, including TAFE students.

New Apprenticeships and Traineeships

Information regarding Apprenticeships and Traineeships is available from the New Apprenticeship Centre, Footscray Nicholson Campus, Telephone: (03) 928 8533.

Victorian Government TAFE Fees and Charges Scheme Policy and Procedures

Fees will be implemented in line with the Ministerial Direction for 2002 students will be charged $1.00 per enrolled module/unit hour to a maximum of $500. The maximum tuition fee for a new apprentice is $290 and the maximum tuition fee for an adult VCE student is $420. In addition to the tuition fee a University General Service Fee and Building Levy also applies. Fee exemptions and Concessions may be available depending on eligibility. For additional information refer to the TAFE Fees and Charges brochure available from the Admissions Office (03) 9365 2286 or the campus closest to your home or work.

Australian Quality Training Framework

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

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

Certificates I–IV

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

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

Diplomas and Advanced Diplomas

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

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

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

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

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.

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.

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.

Delivery Mode

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

Assessment

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

Recognition of Qualifications and Statements of Attainment (Mutual Recognition/Credit Transfer)

Under Mutual Recognition a registered training organization must accept the credentials issued by another registered training organization based in any State/Territory of Australia.

The credential may be a Statement of Attainment for specific modules or units of competency, or it may be a complete qualification such as certificate or diploma.

Personalised access and study

Under personalised access and study the University will work with the applicant 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 personalised access and study telephone (03) 9688 4110.

Recognition of Prior Learning

Victoria University is committed to recognising the skills and knowledge of students. Recognition of Prior Learning (RPL) is an assessment process that matches the learning students have achieved through study and life/work experience against the learning that would be covered in specific unit/modules within a course. If the knowledge gained from this prior learning is relevant to the course, you may not have to do these parts of the course again. Applications are considered by your Department.

Selection, assessment and grievance procedures

Appeals on applicant selection, assessment and grievance related matters should be made to the relevant Department/Unit Program Manager in the first instance.

Access and Equity

Victoria University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of perspective students. For further details visit Victoria University's web site: www.vu.edu.au/equity.

Language, Literacy and Numeracy Support

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

Other University Services

Victoria University offers a variety of services to the University and wider communities. Some services, such as those offered by Student Services, are only available to current students, while other services are available to the public. For further details visit Victoria University's web site: www.vu.edu.au.

Staff

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The Hon Justice Frank Vincent QC
Deputy Chancellor
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Distinguished Visiting Professor and Chair of the University Foundation
The Rt Hon Sir Zelman Cowen AK, GCMG, GCVO, DCLOxf, QC

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TAFE Strategic Development

Centre for Curriculum, Innovation and Development

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

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

Primarily located at the Newport Campus of the University, the Centre is comprised of three units: the Industry Training Unit, the Open Learning Unit, and the Training Research Unit.

Tess Demediuk
Head of Department, CCID

Open Learning Unit

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

Cindy Curran
Head of Unit, Open Learning

Industry Training Unit

The Industry Training Unit undertakes a wide range of curriculum development services to other units of the University, the community and industry.

The Unit undertakes activities including delivery of workplace training and assessment programs; teacher professional development; the design, development, preparation and maintenance of curriculum; the provision of advice on and the design and development of training programs and commercial services with a curriculum development focus.

Training Research Unit

This Unit offers a diverse range of services including research in Vocational Education and Training matters, research and advice with regard to TAFE policy directions, and the design and delivery of staff development programs. In addition to these general activities, the Training Research Unit evaluates the effectiveness of teaching/training programs in a quality assurance context, and has particular expertise in the implementation of Vocational Education and Training in Schools (VETIS).

Sue Holden
Acting Head of Unit, Training Research

TAFE International

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

The activities undertaken by TAFE International includes:

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

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

David Fletcher
Manager, TAFE International

English Language Institute (ELI)

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

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

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

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

- TAFE;
- Undergraduate;
- Postgraduate.

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

An orientation program is incorporated into all English Language programs.

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

Harvey Broadstock
Head of Department, ELI

Workplace Learning Melbourne West

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

WLMW finds work placements/experience in industry as part of secondary school students VET in VCE studies ensuring they connect with future employers and training opportunities. Call Kerry Pantopoulos 9284 8415, fax (03) 9284 8345 or email Kerry.Pantopoulos@vu.edu.au.

Colleen Bergin
Program Manager, WLMW

School of Building, Electrical & Information Technology

The range of courses offered by the School covers the main employment areas in the building industry, electrical trades, electronics, computer systems and information technology.

Pre-apprenticeship courses (in Boatbuilding, Bricklaying, Carpentry & Joinery, Electrical, Painting & Decorating, Furniture Manufacturing/Cabinet Making, Plumbing & Gasfitting, Sign Industry work) provide the skills needed for employment. Apprenticeship courses in these fields and in electronics are also offered, with credit given for pre-apprenticeship studies. There is a high success rate in students obtaining apprenticeships after completing a pre-apprenticeship course.

Flexible delivery arrangements, particularly for apprenticeship training, allow students to work to an individual program and to start their training at any time during the year. In the building trade areas, 'live work' is used extensively so that students learn while working on real, full-size jobs, for example the construction of transportable buildings at the Newport Campus, construction and repair of boats, and the painting of buildings.

Training leading to recognised qualifications at Certificate IV and Diploma level in building and architectural drafting is available for those aiming at employment or to improve their skills as a builder, building supervisor, estimator, draftsperson/designer or building surveyor. Electrical control and contracting are also provided for with a Certificate IV course.

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

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

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

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

Department of Building and Construction

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

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

Course Codes

15562VIC	Certificate I in Boatbuilding [Pre-Apprenticeship]
15563VIC	Certificate II in Boatbuilding [Traineeship]
15564VIC	Certificate III in Boatbuilding [Apprenticeship]
BCF10100	Certificate I in Construction (Off-site)
BCG10198	Certificate I in Construction
BCG20198-B	Certificate II in General Construction [Bricklaying–Pre-Apprenticeship]
BCG30698	Certificate III in General Construction (Bricklaying/ Blocklaying) [Apprenticeship]
BCG20198	Certificate II in General Construction [Carpentry–Pre-Apprenticeship]
BCG30798	Certificate III in General Construction (Carpentry–Framework/ Formwork/Finishing) [Apprenticeship]
20082VIC	Certificate II in Carpentry & Joinery (Joinery/Stairbuilding/Shopfitting)
BCF30200	Certificate III in Off-site Construction (Joinery-Timber/Aluminium/Glass)
2202ACC	Certificate II in Furnishing (Furniture Manufacturing–Pre-Apprenticeship) [Cabinet Making]
2302ABC	Certificate III in Furnishing (Cabinet Making) [Apprenticeship]
SA3474	Diploma of Building Design & Drafting
SA3475	Diploma of Building
SA3477	Certificate IV in Building
SA3476	Certificate IV in Building Drafting
SA3472	Diploma of the Built Environment
SA3473	Diploma of Building Surveying

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

Alan Hill
Head, Department of Building and Construction–TAFE

Certificate I in Boatbuilding [Pre-Apprenticeship]

Course Code: 15562VIC

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

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

Year 1

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

All modules are compulsory.

Certificate II in Boatbuilding [Traineeship]

Course Code: 15563VIC

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

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

Core Modules

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

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

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

Certificate III in Boatbuilding [Apprenticeship]

Course Code: 15564VIC

Course Objective

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

Entry Requirements

Students must be employed as boatbuilder or shipwright apprentices.

Course Duration

960 nominal hours, 3 years part time.

Course Structure

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

Core Modules

Module Code		Hours
NOS119	Work Environment	30
VBG951	Workplace Occupational Health & Safety	40
VBG952	Boatbuilding Terminology	20
NCS001	Workplace Communication	40
VBG953	Boatbuilding Calculations	20
VBG954	Hand & Power Tools	40
VBG955	Boatbuilding Drafting	20
VBG959	Craft Construction (General)	20
VBG960	Construction Materials	20
VBG958	Introduction to Static Machines	20

Boatbuilding Module Bank

VBG956	Craft Development	80
VBG981	Planking	40
VBG961	Craft Construction–Timber	60
VBG982	Introduction to Fibreglass	40
VBG966	Small Craft Construction	40
VBG980	Computers & Technology	20
VBG996	Problem Solving	20
VBG967	Decking	40
VBG984	Ribbing & Longitudinal Framing	40
VBG985	Timber Flooring & Seats	40
VBG969	Backbone Structures	40
VBG962	Craft Construction–Fibreglass	60
VBG986	Steambending & Laminating Timber	40
VBG987	Estimating & Costing	40
VBG970	Paints, Coatings, Sealants & Adhesives	40
VBG971	Composite Fibres 1	40
VBG972	Composite Fibres 2	40
NBB09	Welding & Thermal Cutting	40
VBG990	Computer Aided Drafting	40
VBG968	Boatbuilding Patterns	40

VBG975	Lofting	40
VBG973	Fitout & Finish	40
VBG963	Craft Construction–Aluminium	60
VBG977	First Aid	40
VBG974	Boatyard Operations	40
VBG997	Customer Service	20
VBG991	Centreboats, Rudders & Steering Gear	40
VBG992	Round Bilge Lofting	40
VBG998	Small Business Management	40
VBG993	Fairing Operations	40
VBG994	Breasthooks, Knees, Thwarts, Masts & Spars	40
VBG976	Maintenance & Repair Techniques	40
VBG978	Advanced Static Machines	40
VBG979	Installation of Fittings & Engines	40
VBG964	Craft Construction–Steel	60
VBH966	Workplace Training	0

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

Certificate I in Construction (Off-site)

Course Code: BCG10198

Contact the Department on (03) 9284 8403

Certificate I in Construction

Course Code: BCG10198

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

The structure of the courses is as follows:

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

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

Certificate II in General Construction [Bricklaying–Pre-Apprenticeship]

Course Code: BCG20198-B

Course Objective

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

Entry Requirements

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

Course Duration

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

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

Course Structure

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

Core Modules

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

Elective Modules

Module Code		Hours
BCG1012	Prepare for Construction Process (Wall & Floor Tiling)	40
BCG1013	Prepare for Construction Process (Solid Plastering)	40
BCG1014	Prepare for Construction Process (Dry Wall Plastering)	40
BCG1015	Prepare for Construction Process (Brick/BlockLaying)	40
BCG1016	Prepare for Construction Process (Carpentry)	40
BCG1017	Prepare for Construction Process(Demolition)	40
BCG1018	Prepare for Construction Process (Steelwork)	40
BCG1019	Prepare for Construction Process (Painting & Decorating)	40
BCG2000A	Assemble Simple Partition Frames	32
BCG2002A	Oxy/LPG acetylene cutting	20
BCG2005A	Erect & Strip Form work for Concrete Work	24
BCG2006A	Carry out Steelfixing	40
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG2009A	Carry out Concret Work	40
BCG2010A	Remove/Replace Door & Window Furniture	4

| BCG2011A | Use Static Machines | 32 |
| BCG2012A | Make Set-outs | 8 |

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

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

Course Code: BCG30698

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

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

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

Core Modules

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

Elective Modules

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

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

Certificate II in General Construction– [Carpentry–Pre-Apprenticeship]

Qualification Code: BCG20198

Course Objective

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

Entry Requirements

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

Course Duration

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

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

Course Structure

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

Core Modules

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

Elective Modules

BCG1012	Prepare for Construction Process (Wall & Floor Tiling)	40
BCG1013	Prepare for Construction Process (Solid Plastering)	40
BCG1014	Prepare for Construction Process (Dry Wall Plastering)	40
BCG1015	Prepare for Construction Process (Brick/Block Laying)	40
BCG1016	Prepare for Construction Process (Carpentry)	40

BCG1017	Prepare for Construction Process (Demolition)	40
BCG1018	Prepare for Construction Process (Steelwork)	40
BCG1019	Prepare for Construction Process (Painting & Decorating)	40
BCG2000A	Assemble Simple Partition Frames	32
BCG2002A	Oxy/LPG Acetylene Cutting	20
BCG2005A	Erect & Strip Formwork for Concrete Work	24
BCG2006A	Carry out Steelfixing	40
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG2009A	Carry out Concrete Work	40
BCG2010A	Remove/Replace Door & Window Furniture	4
BCG2011A	Use Static Machines	32
BCG2012A	Make Set-outs	8

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

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

Qualification Code: BCG30798

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

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

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

Core Modules

Competency Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan & Organise Work	20
BCG1003A	Read & Interpret Plans	36
BCG1004A	Carry out Measurements & Calculations	20
BCG1005A	Use Hand & Power Tools	80
BCG1006A	Use Small Plant & Equipment	16
BCG1007A	Erect & Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1009A	Carry out Excavation & Install Support	16
BCG1010A	Carry out Concreting to Simple Forms	40

BCG1011A	Handle Construction Materials & Safely Dispose of Waste	16
BCG1016A	Prepare for Construction Process (Carpentry)	40
BCG2001A	Prepare Surfaces	32
BCG2003A	Carry out General Demolition	32
BCG2004A	Carry out Levelling	16
BCG2005A	Erect & Strip Formwork for Concrete Work	24
BCG2007A	Operate Elevated Work Platforms (EWP)	20
BCG2008A	Use Explosive Power Tools (EPT)	16
BCG2010A	Remove/Replace Door & Window Furniture	4
BCG3009A	Construct & Install Non-load Bearing Internal Partition Wall	16
BCG3010A	Install Windows to Wall Framing	12
BCG3011A	Carryout Basic Setting Out	12
BCG3012A	Construct & Erect Timber Wall Framing	60
BCG3014A	Erect Timber Pitched Roof Framing	24
BCG3016A	Install Sub Floor Framing	8
BCG3017A	Install Timber & Sheet Flooring	8
BCG3021A	Install Door Frames	8
BCG3022A	Finish Eaves	12
BCG3023A	Install Exterior Cladding	36
BCG3024A	Construct Timber External Stairs	36
BCG3025A	Install External or Internal Doors	40
BCG3027A	Construct Wet Area Construction/Installation	24
BCG3029A	Fix Timber Mouldings	16
BCG3031A	Erect Door Jamb/Frame (Built-in-unit)	6
BCG3120A	Fix Linings & Panelling	24

Elective Modules

BCG3015A	Erect Timber Roof Trusses	32
BCG3018A	Erect Steel Roof Trusses	24
BCG3019A	Construct & Erect Steel Wall Framing	40
BCG3020A	Construct Timber Roof Structures–Irregular Roofs	40
BCG3026A	Install Fitments	16
BCG3032A	Fix Timber Raking Moulds	20
BCG3033A	Restore/Renovate Windows & Frames	60
BCG3034A	Erect/Dismantle Formwork	50
BCG3035A	Erect Dismantle Jump Form Formwork	80
BCG3047A	Erect Ceiling Framing (Pitched Roof)	32
BCG3122A	Erect/Dismantle Slip Form Formwork	80

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

Certificate II in Carpentry & Joinery (Joinery/Stairbuilding/Shopfitting)

Course Code: 20082 Certificate II

Course Objective

To provide young people with basic work-related practical skills and knowledge prior to commencing work on-site as an apprentice. Training is provided in the Joinery/Stairbuilding / Shopfitting areas of the trade and includes the acquisition of skills in the safe use and maintenance of tools and static machines generally used in the industry.

Entry Requirements

• Minimum age 15 years.
• Basic English language, literacy and numeracy skills.

Course Duration

This course consists of 640 hours (16 weeks) full-time training prior to commencement of employment. On successful completion of this course, and employment being obtained, the participant is then required to complete the final stage of training.

The final stage requires sufficient modules to be completed to a maximum aggregate value of 320 hours, which includes a compulsory 20 hours module on small business skills.

Course Structure

Core Modules (Compulsory)		Hours
VAF633	S11 Servery Window	8
VAA016	F13 3 Drawer Unit	30
VAA017	F3 3 Light Door	12
VAA046	S20 Access Ladder	16
VAA279	R11 Aluminium Fabrication	21
VAA280	S22 Aluminium Fly Screen	4
VAA283	S12 Aluminium Window Frame	8
VAA461	P24 Assess/Unit–Saw Tools	6
VAA462	R12 Access/Unit–AluminiumFabrication	7
VAA466	S21 Assess/Unit–Step Ladder	16
VAA469	B8 Assess/Unit–Tool Box	40
VAA662	Fl0 Basic Stair	40
VAA673	F7 Bay Window	32
VAA757	B6 Boring and Drilling	12
VAA948	P25 Drafting	3
VAB004	F5 Casement Window	20
VAB018	S13 Ceiling–Floor Frame	4
VAB082	B4 Chiselling	10
VAB665	F9 Curved Window	32
VAB930	P17 Door Frames	6
VAB931	S10 Door Frame	6
VAB945	B9 Drafting	4
VAB952	S23 Drafting	3
VAB970	P18 Drawers	7
VAC286	S17 Entrance Door	12
VAC304	S9 Erect Wall Frames	6
VAC415	B7 Fastening and Jointing	12
VAC505	S19 Finishing	16
VAC616	F2 Flywire Door	20
VAC680	F27 Free Standing Unit	40
VAD605	P16 Joinery Frames	18
VAD737	P23 Levelling and Plumbing	7
VAD762	S14 Linings and Top Decking	12
VAE039	B2 Measuring and Marking	12
VAE167	P20 Mitre and Scribe Mouldings	6
VAE350	B10 Occupational Health & Safety	4
VAE358	P26 Occupational Health & Safety	3
VAE365	S24 Occupational Health & Safety	3
VAE370	R14 Occupational Health & Safety	2
VAE553	P19 Panelling	6
VAE717	F1 Gate Construction	8
VAE749	B5 Planing	10
VAE869	F23 Portable Power Tools	30
VAE872	R13 Portable Power Tools + Pneumatic	8
VAF534	B3 Sawing	12
VAF632	S18 Servery Shelf	8
VAF737	P22 Site Setting Out	6
VAF877	P21 Stair Construction	12
VAF884	F22 Static Woodworking Machines	40
VAG349	B1Trade Orientation	4
VAG618	S7 Wall Frame Set Out	8
VAG619	S8 Wall Framing	16
VAG622	S16 Wardrobe Cupboard	40

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

Course Code: 2202ACC

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

This course has prescribed Broad-based skills modules and specific industry modules:

Broad-based Skills

Module Code		Hours
ABC505	Communications	40
ABC506	Introduction to Materials	20
ABC507	Information Technology	20
ABC508	Hand Tools & Equipment	40
ABC509	Power Tools & Equipment	16
ABC510	Materials Handling	10
ABC511	Construction–Basic	36
ABC512	Drawing	20
ABC513	Working with Others	20

Core Skills

ABC541	Occupational Health & Safety 2	20
ABC545	Plan Reading & Documentation	12
ABC548	Quality Principles	12

Specific Skills–Cabinet Making

ABC542	Surface Preparation	16
ABC544	Basic Static Machines & Equipment	32
ABC601	Frame & Panel Construction	80
ABC603	Modular Construction	40
ABC604	Leg & Rail Construction	40
ABC605	Drawer Construction	40
ABC609	Door Construction	48
ABC615	Solid Timber Construction	40
ABC999	Practical Placement	114

Assessment

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

Certificate III in Furnishing– (Cabinet Making) [Apprenticeship]

Course Code: 2302ABC

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

This course is divided into 3 areas of study–Broad-based skills, Core skills and Specific skills.

Broad-based Skills

Module Code		Hours
ABC501	Introduction to Furnishings Industry	8
ABC502	Occupational Health & Safety 1	8
ABC503	Workplace Environment	8
ABC504	Calculations	8
ABC505	Communications	40
ABC506	Introduction to Materials	20
ABC507	Information Technology	20
ABC508	Hand Tools & Equipment	40
ABC509	Power Tools & Equipment	16
ABC510	Materials Handling	10
ABC511	Construction Basic	36
ABC512	Drawing	20
ABC513	Working with Others	20

Core Skills

ABC541	Occupational Health & Safety 2	20
ABC542	Surface Preparation	16
ABC543	Ergonomics	8
ABC544	Basic Static Machines & Equipment	32
ABC545	Plan Reading & Documentation	12
ABC546	Customer Relations & Services	20
ABC547	Decorative Accessories	20
ABC548	Quality Principles	12
ABC549	Installation Techniques 1	24
ABC550	Introduction to CAD	40

Specific Skills–Cabinet Making

ABC601	Frame & Panel Construction	80
ABC602	Panel Construction	40
ABC603	Modular Construction	40
ABC604	Leg & Rail Construction	40
ABC605	Drawer Construction	40
ABC606	Pattern & Template Making	20
ABC607	Veneer Processing	20
ABC608	Pre-Production Planning	20
ABC609	Door Construction	48
ABC610	Curved Construction	80
ABC611	Angular Construction	40
ABC612	Table Construction	40
ABC613	Installation Techniques	20
ABC614	Man Board Construction	40
ABC615	Solid Timber Construction	40
ABC616	Built-In Furniture	20
ABC617	Post Forming	8

Additional Specific Skills

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

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

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Assessment

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

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

Course Code: BCF30200

This course replaces the Certificate III in Joinery/Stairbuilding/Shopfitting. Contact the department on (03) 9248 8403 for details

Diploma of Building Design and Drafting

Incorporating–

Certificate IV in Building Drafting

Course Code: SA3474 Diploma

Course Code: SA3476 Certificate IV

Course Objective

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

Entry Requirements

To qualify for admission to this course, applicants are required to have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

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

Course Duration

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

Course Structure

This course comprises core compulsory modules and elective modules:

Year 1

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

Exit Level for Certificate IV in Building Drafting

Students who have successfully completed the Certificate IV in Building Drafting may continue on to study Year 2 for Diploma of Building Design and Drafting.

Year 2

Semester 1

Module Code		Hours
ABC003	Construction 3	36
ABC004	Construction 4	36
ABC006	Materials 2	36
ABC007	Structures 1	36
ABC011	Computer Aided Drafting 3	36
ABC012	Computer Aided Drafting 4	36
ABC013	Computer Aided Drafting 5*	36
ABC014	Computer Aided Drafting 6*	36
ABC022	Design 3	36
ABC023	Design 4	36
ABC028	Architectural History 2	36
ABC038	Drawing Office Practice 2	36
ABC043	Presentation Drawings 3*	36
ABC043	Presentation Drawings 4	36
ABC048	Surveyed & Measured Drawings 2	36
ABC051	Drafting Technology 3	18
ABC052	Drafting Technology 4	18
ABC057	Working Drawings 3	72
ABC058	Working Drawings 4	72
ABC087	Structures 2*	36
ABC114	Studio 3	50
ABS125	Drafting Studio 4	50
ABC126	Drafting Studio 5	50

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

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Building

Incorporating–

Certificate IV in Building

Course Code: SA3475 Diploma
Course Code: SA3477 Certificate IV

Course Objective

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

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

Entry Requirements

To qualify for admission to this course, applicants are required to have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

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

Course Duration

This course is offered on a full-time and part-time basis. The Certificate IV is designed to be completed in one 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 5 years (10 semesters) of part-time study. Total course hours is 1449.

Course Structure

This course has core modules and a practical component:

Year 1 (Full-time Students)

Module 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 & Planning 1	36
ABC076	Building Quantities & Estimating 1	54
ABC077	Building Quantities & Estimating 2	54
ABC082	Building Site Supervision	36
ABC083	Building Site Surveying & 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

Exit Level for Certificate IV in Building

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

Year 2
Semester 1

Module Code		Hours
ABC003	Construction 3	36
ABC004	Construction 4	36
ABC006	Materials 2	36
ABC007	Structures 1	36
ABC059	Building Quality Concepts 1	36
ABC063	Builders' Working Drawings 3	36
ABC067	Building Contract Law 1	36
ABC070	Cost Control & Planning 2	36
ABC074	Building Practical Experience 2	600
ABC078	Building Quantities & Estimating 3	36
ABC079	Building Quantities & Estimating 4	36
ABC084	Building Site Surveying & 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 Application 2	36
ABC117	Building Studio 3	50

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of the Built Environment

Course Code: SA3472

Course Objective

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

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

Entry Requirements

To qualify for admission to this course, applicants are required to have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

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

Course Duration

This course is offered on a full-time and part-time basis. This course is designed to be completed in 2 years of full-time or 5 years (10 semesters) of part-time study. Total course hours is 1413.

Course Structure

This course has core modules and a practical component:

Year 1 (Full Time Students)

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

Year 2
Semester 1

Module Code		Hours
ABC003	Construction 3	54
ABC004	Construction 4	54
ABC006	Materials 2	36
ABC007	Structures 1	36
ABC010	Computer Aided Drafting 2	36
ABC011	Computer-Aided Drafting 3	36
ABC020	Design 1	36
ABC021	Design 2	36
ABC051	Drafting Technology 3	18
ABC052	Drafting Technology 4	18
ABC059	Building Quality Concepts 1	36
ABC062	Building Working Drawings 2	36
ABC077	Building Quantities & Estimating 2	54
ABC082	Building Site Supervision	36
ABC087	Structures 2	36
ABC091	Business Management for Builders 1	36
ABC092	Business Management for Builders 2	36
ABC095	Construction Planning 1	36
ABC114	Drafting Studios 3 OR	50
ABC117	Building Studios 3	50

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Building Surveying

Course Code: SA3473

Course Objective

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

Graduates will have developed specialist skills and knowledge in plan interpretation, drafting, quantities take-off estimating, scheduling, construction technology, OH&S, site supervision surveying, cost control business management, development control, surveying procedures and practice.

Entry Requirements

To qualify for admission to this course, applicants are required to have successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.

or

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

Course Duration

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

Course Structure

This course has core modules and a practical component:

Stage 1 of this course is the Certificate IV in Building.

Stage 2

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

Some module descriptors are listed by ETTE code under the Module 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.

Course Codes	Course Titles
20085VIC	Certificate III in Plumbing & Gasfitting
2102ABC	Certificate I in Building & Construction (Plumbing)
2402ADC	Certificate IV in Plumbing (Services Design)
BCG20198-P	Certificate II in General Construction [Painting & Decorating–Pre-Apprenticeship]
BCG30498	Certificate III in General Construction (Painting & Decorating) [Apprenticeship]
20088VIC	Certificate III in Sign Industry
20087VIC	Certificate II in Sign Technology
21000VIC	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 III in Plumbing and Gasfitting

Course Code: 20085VIC

Course Objective

To provide the off-the-job training apprentices require to develop the skills and knowledge necessary for employment in the industry. There are five streams to the Plumbing course, designed to enable apprentices to gain skills in the chosen specialised sections of their trade.

The five streams are:
• Plumbing–Roofing
• Plumbing–Water Supply
• Plumbing–Waste Disposal and Drainage
• Plumbing–Gasfitting
• Plumbing–Mechanical Services

Entry Requirements

The course is open to persons employed as an apprentice by a registered plumber or business. Prospective apprentices should note that employers usually require completion of year 10 schooling as a minimum.

Course Duration

This is a three-stage self-paced course with students attending by block release over a period of three years.

During the first two stages of the course, all students undertake the same basic plumbing subjects.

On completion of Stage 2, students may register as journeymen plumbers and work under supervision of a registered endorsed plumber in one of the five areas of specialisation.

Course Structure

Stage 1

Module Code		Hours
PG001	Plumbing Basic Unit 1	240

Stage 2

PG009	Plumbing Basic Unit 2	130
PG014	Plumbing Basic Unit 3	130
PG019	Plumbing Basic Unit 4	130
PG024	Plumbing Basic Unit 5	130
PG029	Plumbing Basic Unit 6	130

Stage 3

Advanced Roofing

PG0142	Plumbing Advanced–Roofing Unit A Mechanical Services	150
PG030	Plumbing Advanced–Mechanical Services	150

Waste Disposal and Drainage

PG010	Plumbing Advanced–Waste Disposal, Drainage	150

Gasfitting

PG139	Plumbing Advanced–Gasfitting	190

Water Supply

PG062	Plumbing Advanced–Water Supply	40

In addition, for examination purposes, students enrol in the following modules in Stage 3 as appropriate to their stream:

PG031	Advanced Mechanical Services Theory Exam	3
PG080	Advanced Waste Disposal Theory Exam	3
PG092	Plumbing Practice Journeyman	16
PG140	Advanced Gas Theory Exam	3
PG141A	Advanced Water Supply Theory Exam	3
PG143	Advanced Roofing Theory Exam	3

Certificate I in Building and Construction (Plumbing)

Course Code: 2102ABC

Course Objective

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

Entry Requirements

Entry requirements are similar to those required for an apprenticeship. Students who have completed Year 10/12 are preferred in order to obtain utmost benefit for an apprenticeship.

Course Duration

This course is offered on a full-time basis over 15 weeks (450 hours).

Course Structure

The structure of the course is as follows:
• Workplace Communication
• Communication
• Numeracy and Problem Solving
• Job Seeking Skills
• Orientation (Plumbing Industry)
• Word Processing
• Stream Studies: Introductory Plumbing Skills
• Plumbing Industry Studies

Certificate IV in Plumbing (Services Design)

Course Code: 2402ADC

Course Objective

To train qualified tradespeople in the more advanced techniques of modern sanitary installations.

Entry Requirements

This course is open to the following:
• those already registered with the Plumbing Industry Board.
• those currently undertaking the Plumbing Apprenticeship course.
• those engaged in related employment.
• those deemed to possess the ability to complete the course.

Course Duration

Part-time evening study only. This course consists of 680 hours of class contact. In 2001 the full Certificate course will not be offered. However, selected modules will be available.

Course Structure

Students must complete 12 compulsory units and an additional 8 elective units to complete the Advanced Certificate, making a total of 20 units.

Module Code		Hours
VBA740	Communication Skills 1	80
VBA741	Plans & Specifications	40
VBA742	Small Business Management	40
VBA743	Measuring & Levelling	40
VBA744	Plumbing Technology	40
VBA745	Sanitary Systems Design	80
VBA746	Storm Water Design	40
VBA747	Cold Water Design	80
VBA748	Hot Water Design	40
VBA749	Fire Hydrant Design	40
VBA750	Solar Systems Design	40
VBA751	Introduction & CAD	40
VBA752	Plumbing Services CAD	40
VBA753	Quantity Surveying	40
VBA754	Estimating & Costing	40
VBA755	Services Safety	40
VBA756	Basic Word Processing	40
VBA757	Basic Database Applications	40
VBA758	Basic Spreadsheet Applications	40

Note: Those modules which involve the use of personal computers will focus on software specific to the respective subject areas. Modules will only be conducted when there is sufficient demand.

Certificate II in General Construction [Painting & Decorating– Pre-Apprenticeship]

Course Code: BCG20198-P

Course Objective

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

Entry Requirements

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

Course Duration

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

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

Course Structure

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

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

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

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in General Construction (Painting and Decorating) [Apprenticeship]

Course Code: BCG30498

Course Objective

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

The Painting and 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 wall coverings 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.

Course Duration

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

Course Structure

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

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

Module Code		Hours
BCG1000A	Carry out Interactive Workplace Communication	20
BCG1001A	Carry out OH&S Requirements	40
BCG1002A	Plan & Organise Work	20
BCG1003A	Read & Interpret Plans	36
BCG1004A	Carry out Measurements & Calculations	20
BCG1005A	Use Hand & Power Tools	80
BCG1006A	Use Small Plant & Equipment	16
BCG1007A	Erect & Dismantle Restricted Height Scaffolding	40
BCG1008A	Use Simple Levelling Devices	8
BCG1011A	Handle Construction Materials & Safe Disposal of Waste	16
BCG2001A	Prepare Surfaces	32
BCG2007A	Operate Elevate Work Platforms (EWP)	20
BCG1019A	Prepare for Construction Process (Painting & Decorating)	40
BCG2010A	Remove/Replace Door & 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 & Decorating	40
BCG3101A	Apply Wall Paper	50
BCG3030A	Replace Glass	20
BCG3092A	Apply Solid Render	40
BCG3103A	Apply Industrial Protective Coatings	34

Certificate III in Sign Industry

Course Code: 20088VIC

Course Objective

This course aims to provide off-job training for indentured apprentices in the Sign Industry. On completion of an apprenticeship, a Sign Industry Tradesperson may plan to gain enough experience to:
• become a supervisor in a Sign Company
• set up his or her own business
• move to related areas such as Display, Visual Merchandising, Graphics

Entry Requirements

This course is open to persons who have gained employment as an apprentice and who have a minimum age of fifteen (15) years. Prospective apprentices should seek an employer willing to take on an apprentice.

Course Duration

960 hours. Apprentices usually attend the University in 5-day blocks, 8 hours per day. There are 8 blocks each year for the first 3 years of the apprenticeship.

Course Structure

All Apprentices undertake a core of basic trade sign skills for the first ten block of off-job training (400 hours). For the remainder of the course the apprentice may select either the Signwriting Stream or Sign Production Stream. Each comprises 560 hours of training.

Core Skills common to both steams

Module Code		Hours
SW051	Introduction to Sign Industry	40
SW052	Basic Alphabet Layout & Design	40
SW053	Surface Preparation	40
SW054	Basic Drawing/Enlarging	40
SW055	Basic Sign Construction 1	40
SW056	Introduction to Sign Computers	40
SW057	Basic Sign Construction 2	40
SW058	Introduction to Scaffold Types	40
SW059	Introduction to Plastics	40
SW060	Illuminated Sign Technology	40

Signwriting Stream Skills:

SW061	Extending & Condensing Techniques	40
SW062	Introduction to Script Lettering	40
SW063	Blending & Pictorial Techniques	40
SW064	Introduction to Free Style/Posters	40
SW065	Signs & Pictorial on Glass	40
SW066	Gold Leaf on Glass	40
SW067	Layout Design Incorporated Logos	40
SW068	Introduction to Transfer Gilding	40
SW069	Showcard Lettering	40
SW070	Computer Sign Graphics	40
SW071	Illuminated Acrylic Signage	40
SW072	Signs on Glass & Acrylics	40
SW073	Screen Printing	40
SW074	Advertising Sign Techniques Including Scales	40

Sign Production Stream Skills

SW075	Three Dimensional Letter Construction	40
SW076	Computerised Signmaking Systems	40
SW077	Plastic Letter Fabrication	40
SW078	Engraving Techniques	40
SW079	Mirror Faced 3D Lettering	40
SW080	Welding for Sign Construction	40
SW081	Computer Generated Lettering	40
SW082	Illuminated Signage Techniques	40
SW083	Scanning & Digitising with Computer	40
SW084	Council Plans & Permits	40
SW085	Plastic Fabrication Advanced	40
SW086	Plastic Thermo Forming	40
SW087	Flexible Faced Signage	40
SW088	Neon Sign Layout Techniques	40

Off-Job-Training: 400 + 560 = 960 hours.

Students select one (1) stream from the above.

Certificate II in Sign Technology

Course Code: 20087VIC

Course Objective

This course aims to provide students with basic skills prior to being apprenticed to the Sign Industry. On completion of the course, students will have sufficient theoretical and practical training, and personal development to be able to take full advantage of the training and experience provided by an apprenticeship.

The Sign Industry comprises large companies, small businesses or independent contractors, which produce signs by signwriting or sign production methods.

Signwriting work includes:
• Painting and signwriting of internal and external signs, including shop windows, auction boards, directional signage, pictorial signs, commercial vehicles.
• Preparation of lettering and symbols using computer operated equipment.
• Erection of signs internally/externally at or on a commercial, retail or industrial buildings.

Sign production work includes:
• Production of signs using either/and/or metal, plastic, vinyl, polystyrene, timber or other materials.
• Application of mask and spray techniques for illuminated signs.
• Design of neon signs.
• Preparation of lettering and symbols using computer operated equipment.
• Erection of signs internally/externally at or on commercial, retail or industry buildings.

Entry Requirements

An interest and ability in art, design and/or graphic communication and computers would be an advantage. Applicants are required to have basic English language, literacy and numeracy skills.

Course Duration

This course is offered over 10 weeks full time [400 hours].

Course Structure

The course structure is as follows:

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

VAG063	Surface Preparation 1	20
VAG343	Trade Calculations	20
	Total hours	400

Certificate IV in Sign Technology

Course Code: 21000VIC

Course Objective

To prepare students for entry into the signwriting and sign production aspects of the Sign Industry. On completion of the course, graduates may seek employment as a Sign Industry Worker. The Sign Industry comprises large companies, small businesses or independent contractors, which produce signs by signwriting or sign production methods.

Signwriting work includes:
- Painting and signwriting of internal and external signs, including shop windows, auction boards, directional signage, pictorial signs, commercial vehicles.
- Preparation of showcards and posters, promotional banners, often incorporating screen printing.
- Preparation of lettering and symbols using computer operated equipment.
- Erection of signs internally/externally at or on a commercial, retail or industrial buildings.

Sign production work includes:
- Production of signs using either/and/or metal, plastic, vinyl, polystyrene, timber or other materials.
- Application of mask and spray techniques for illuminated signs.
- Design of neon signs.
- Preparation of lettering and symbols using computer operated equipment.
- Erection of signs internally/externally at or on commercial, retail or industry buildings.

Entry Requirements

An interest and ability in art, design and/or graphic communication would be an advantage. Applicants are required to have basic English language, literacy and numeracy skills.

Course Duration

This course is offered over 1 year full time or part time equivalent.

Course Structure

Core Modules–Basic 432 hours

Module Code		Hours
VAA072	Surface Preparation	40
VAA654	Basic Scaffold	8
VAA659	Basic Sign Construction	85
VAB237	Communication/Information	32
VAB453	Computer Generated Lettering	32
VAD695	Layout/Design 1	75
VAE353	Occupational Health & Safety 1	10
VAF714A	Signwriting Skills	52
VAF714B	Signwriting Skills	52
VAG150	Technology/Business Skills	33
VAG344	Trade Calculations	7

Core Modules–Advanced 220 hours

VAB224	Communication/Business Procedures	42
VAB472	Computer Signage	62
VAD696	Layout/Design 2	40
VAE361	Occupational Health & Safety 2	14
VAF569	Screen Printing	18
VAF711	Sign Preparation & Installation	44

Elective Streams (select one)
428 hours off-the-job 120 hours on-the-job

Signwriting

VAB073	Mediums & Substrates	60
VAB762	Decorative Letter Treatments	50
VAC831.A	Gilding	60
VAC831.B	Gilding	60
VAD694.A	Layout & Signwrite Typefaces	65
VAD694.B	Layout & Signwrite Typefaces	65
VAD698	Layout Techniques	60
VAD777.A	Live Work (Signwriting)	60
VAD777.B	Live Work (Signwriting)	60
VAF710	Sign Pictorial	68

Sign Production

VAA018.A	3 Dimensional Lettering	55
VAA018.B	3 Dimensional Lettering	55
VAD126	Illuminated Signs	80
VAD776.A	Live Work (Sign production)	60
VAD776.B	Live Work (Sign production)	60
VAE797	Plastic Fabrication	80
VAE800	Plastic Thermoforming	80
VAF708	Sign Construction	78
Total hours off-the-job training duration		1080
Total hours on-the-job training duration		120
Total hours nominal duration		1200

Department of Electrotechnology

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

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

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

Course Codes

14935VIC	Certificate I in Electrical (Pre-Apprenticeship)
UTE31199	Certificate III in Electrotechnology Systems Electrician (Streams in Control, Installation & Servicing, and Process)
2406ANC	Certificate IV in Electrical [Motor Control]
	Diploma of Computer Systems [Internetworking]
	Certificate IV in Computer Systems [Internetworking]
	Certificate II in Computer Systems [Internetworking]
	Certificate I in Computer Systems [Internetworking]
UTE30799	Certificate III in Electrotechnology Entertainment & Servicing
UTE30599	Certificate III in Electrotechnology Computer Systems
UTE30499	Certificate III in Electrotechnology Communications
UTE60399	Advanced Diploma in Electronic Engineering [Analogue & Digital]
UTE60199	Advanced Diploma in Computer Systems Engineering [incorporating A+, Cisco CCNA/ & 2 Microsoft MCP's training]

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

Paul Lange
Head, Department of Electrotechnology–TAFE

Certificate I in Electrical (Pre-Apprenticeship)

Course Code: 14935VIC

Course Objective

The Pre-Apprenticeship in Electrical program provides a vehicle for entry into the following electrically based trades:

• Electrical Mechanics (Electrician)
• Electrical Fitting
• Armature Winding
• Electrical Fitting and Armature Winding
• Instrument Making and Repairing
• Radio Tradesperson
• Refrigeration Mechanics
• Lineworker

Entry Requirements

Students must be unemployed and possess basic English language, literacy and numeracy skills.

Course Duration

This course is conducted full time for approximately 21 hours per week (540 hours). Classes are held during the day.

Course Structure

The Pre-Apprenticeship program is comprised of modules designed to provide trainees with knowledge and skills required for entry to electrical/electronic apprenticeships.

Core Modules

Module Code		Hours
EPC173	Functional Mathematics (AATM01)	20
EPTM04	Electrical Engineering Drawing	40
NBB02	Occupational Health & Safety	20
NBB04	Computing in Engineering or CAD for Elect	40
NE172	Electrical Wiring & Equipment 1	20
NE175	Workshop Practices	40
NE31	Electrical Drawing. Interpretation & Connection	40
NEC05	Project Work	60
NEC06	Wiring Regulations, Accessories & Circuit Protection	20
NUE052	Applied Electricity 1	40
NUE053	Mathematical Skills for the Electrotechnology Trade	40
VBH081	CAD for the Electrical Trades	40
VBH082	Solder & Crimp for the Electrical Trade	20
VBH083	Test Instruments for the Electrical Trade	20
VBH084	Communication Skills for the Electrical Trade	40
VBH085	Fabricating for the Electrical Trade	40
VBH086	Building Material Hand Skills for the Electrical Trade	20
VBH087	Introduction to the Electrical Trade	20

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Electrotechnology Systems Electrician [Streams in Control, Installation and Servicing, and Process]

Course Code: UTE31199

Course Objective

The Certificate III in Electrotechnology Systems Electrician course provides electrical theory and practice and trade theory and practice together with related competencies appropriate to a particular trade.

Entry Requirements

Entrants to this course must be employed as an Apprentice Electrical tradesperson.

Course Duration

This course entails three years part-time study delivered in day release mode. Day release usually requires attendance for one eight hour day per week.

Course Structure

This course is divided into competencies delivered over three years, nominally at 320 hours per year.

Please contact the Department of Electrotechnology on 9284 7143 for competency details.

Certificate IV in Electrical [Motor Control Stream]

Course Code: 2406ANE

Course Objective

The Certificate IV in Electrical (Motor Control Stream) is a post-apprenticeship course design to enhance skills in industrial applications of motors and their control systems.

Entry Requirements

Entrants to this course must have completed the Certificate III in Electrical or the Department will assess applicants without this qualification.

Course Duration

This course is 600 hours offered on a part-time basis

Course Structure

Core Modules

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

Common Modules

EA100	Analogue Electronics 1	40
EA927	Electronic Switching	40
VBH393	Motor Control Fundamentals	40
VBH394	Motor Control 1	60
VBH395	Motor Control 2	60
NE05	Power Control Devices	40
NE07	Amplifier Principles 1	40
NE75	Thyristor Applications	40
NE177	Programmable Logic Controllers 1	40

Elective Modules

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

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Computer Systems [Internetworking]

Incorporating–

Certificate IV
Certificate II
Certificate I

Course Code:	2506AJC		Diploma
	2406APC	Certificate	IV
	2206AJC	Certificate	II
	2106AHC Certificate I		

Course Objective

The program includes A+, Cisco CCNA and two Microsoft MCPS Vendor qualification training. The global accredited qualifications are obtained by successfully completing external examinations.

This course provides studies for employment in the computer systems sector of the electronics industry. The skills developed at Diploma level enable the learner to operate in a self directed manner and in a supervisory role on a range of equipment and systems related to the computer systems sector of the industry.

Entry Requirements

Entry into the Diploma requires the successful completion of the Certificate IV in Electronics.

To qualify for admission to the Certificate IV in Electronics applicants are required to have successfully completed Year 11 or equivalent, and posses 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.

Professional Recognition

The Institution of Engineers, Australia and the Institute of Radio Electronics Engineering recognise the Diploma of Associate membership. Many companies specify the Diploma or previous equivalent Associate Diploma of Engineering as a requirement for Technical Officer and similar positions.

Course Duration

This course is offered both full time and part time.

Course Structure

Certificate I

Module Code		Hours
EA034	Communication Studies	40
ITF201	Word Processing Fundamentals	20
ITF205	Database Fundamentals	20
ITF207	Spreadsheet Fundamentals	20
ITH202	Using a Graphical Interface	20
ITH203	Using a Command Line Interface	20
NUE052	Applied Electricity 1	40
VBB221	Analogue Systems	40
VBB222	Digital & Computer Systems	40
VBB228	Mathematics for Electronics 1	40

Certificate II

CES006	PC Systems Hardware Installation	40
EA186	Computer Electronic Drafting	20
EE142	Electronics Study Assistance	40
ITC407	Microprocessor Hardware Fault Finding	20
ITF401	Introduction to CAD Graphic Systems	20
NBB02	Occupational Health & Safety	20
NUE054	Applied Electricity 2	40
NE178	DC Power Supplies	40
NE179	Digital Electronics 1	40
NE182	Amplifiers 1	40
NE184	Electronic Hand Soldering Technology	40
VBB223	Introduction to Internet	20
VBB225	Engineering Management & Comm. 1	40
NE180	Digital Electronics 2	40
ITH403	PC Peripheral Devices	20
ITH303	Installing & Managing a GUI	20
EA129	Network Cables & Connectors	20

Certificate IV

EA111	Operating Systems 2 (Multi User)	40
EA126	Introduction to programming	40
EA187	Introduction to C	40
EA196	Single User Operating Systems	40
EB128	Multi User Operating Systems	40
ITH404	PC Support	20
NE110	Data Communication Fundamentals	40
NE115	Intro to Local Area Network	40

VBB226	Engineering Management and Comm.2	40
VBB246	Advanced Data Communications	40
VBB248	Multimedia Systems	40
VBJ429	Internetworking 1	60
VBJ430	Internetworking 2	60
VBJ431	Internetworking 3	40
VBJ432	Internetworking 4	40
Diploma		
CES012	LAN Analysis	40
CES013	Local Area Networks	80
EB124	Computer Systems Architecture	40
EB129	Network Administration	40
EB301	Middleware Opperations	40
EB302	Internetworking Planning	40
EB304	Internetworking Operations	40
ITA519	Object Orientated Program Design	20
VBB227	Engineering Management & Communication 3	40
VBB239	Advanced Internet	20
VBB242	Electrical/Electronic Industrial Practices	80
VBB243	Object Oriented Code Applications	40
VBB246	Advanced Data Communications	40
VBB248	Multimedia Systems	40

Some module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Electrotechnology Entertainment and Servicing

Course Code: UTE30799

Course Objective

Those gaining this qualification will be able to install, commission, maintain and carry out maintenance on equipment used for audio and video recording, processing and reproduction.

For further information contact the Department of Electrotechnology on 9284 7143.

Certificate III in Electrotechnology Computer Systems

Course Code: UTE30599

Course Objective

Those gaining this qualification will be able to install, commission, maintain and carry out maintenance on computers and computer systems.

For further information contact the Department of Electrotechnology on 9284 7143.

Certificate III in Electrotechnology Communications

Course Code: UTE30499

Course Objective

Those gaining this qualification will be able to install, commission, maintain and carry out maintenance on equipment used for electronics communication.

For further information contact the Department of Electrotechnology on 9284 7143.

Advanced Diploma in Electronic Engineering [Analogue & Digital]

Course Code: UTE60399

For further information contact the Department of Electrotechnology on 9284 7143.

Advanced Diploma in Computer Systems Engineering

Incorporating–

[A+, Cisco CCNA/& 2 Microsoft MCPs training]

Course Code: UTE60199

For further information contact the Department of Electrotechnology on 9284 7143

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.

Course Codes	Course Titles
2209ABC	Certificate II in Information Technology (Computer Applications)
ICA30199	Certificate III in Information Technology (Software Applications) [Web Pages]
21103VIC	Certificate IV in Information Technology
14933VIC	Certificate IV in Multimedia
ICA50299	Diploma of Information Technology (Software Development)
14943VIC	Diploma of Multimedia
21104VIC	Diploma of Information Technology [Network & Internet Technologies]

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

Ian Heap
Head, Department of Information Technology–TAFE

Certificate II in Information Technology (Computer Applications)

Course Code: 2209ABC

Course Objective

This course is designed to train end-users of computers and information technology to be skilled in their application and use. It is not designed to train computer professionals or para-professionals such as computer programmers or systems analysts.

The specific outcomes of the course are to provide students with the opportunity to develop:
- the skills to use computers efficiently in their workplace.
- an understanding of a wide range of computer concepts and a knowledge of business information requirements such that they will be able to identify ways of improving their own productivity and the productivity of others, by applying computer technology.

Entry Requirements

Basic English language, literacy and numeracy skills.

Course Duration

This course involves 200 hours of study. Evening classes are offered on two evenings per week for 25 weeks. Day classes will be offered over 15 weeks.

Course Structure

This course will include 10 of the following 20-hour modules:

Module Code		Hours
ITF205	Database Fundamentals	20
ITF207	Spreadsheets Fundamentals	20
ITF304	Advanced Operations Word Processing	20
ITF305	Advanced Operations Spreadsheets	20
ITF408	Applied Operations Wordprocessing	20
ITF415	Commercial Database Packages 1	20
ITG310	Understanding the Internet	20
ITH202	Using a Graphical User Interface	20
ITH302	PC User Fundamentals	20
NOS116	Keyboard Techniques & Operations	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

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

Course Code: ICA30199

Course Objective

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

Entry Requirements

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

ICAITTW001B	Work effectively in an information technology environment
ICAITTW002B	Communicate in the workplace
ICAITU004B	Apply Occupational Health & Safety procedures
ICAITU005B	Operate computer hardware
ICAITU006B	Operate computing packages
ICAITU007B	Maintain equipment & 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

Course Duration

The course may be offered on a full-time basis over 350-620 nominal hours or part-time equivalent. This course is offered to full time students at the Werribee campus. It can also be undertaken in part time evening mode at the Melton campus.

Course Structure

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

Learning Area (Competency Code)		Hours
Software Applications		
ICAITU126A	Use advanced features of computer applications	40
ICAITU018B	Develop macros & templates for clients using standard products	60
Web Tools		
ICPMM42cA	Incorporate 2D graphics into Multimedia Presentations	40
ICAITU019B	Migrate to new Technology	20

Research Project

ICAITU028	Customise Packaged Software Applications for clients	60
ICAITS031B	Provide advice to clients	40

HTML

ICPMM65d	Create Web Pages with Multimedia	50
ICAITD128A	Create user & technical documentation	20

Configure a Web PC

ICAITS025B	Run standard diagnostic tests	20
ICAITS020B	Install & optimise system software	20
ICPMM63bA	Access the Internet	20
ICAITS021B	Connect internal hardware components	20
		410

Certificate IV in Information Technology

Course Code: 21103VIC

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

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

Office Applications (100 Hours)

ICAITU006B	Operate Computing Packages
ICAITU126A	Use Advanced Features of Computer Applications

Computer Hardware Fundamentals(100 Hours)

ICAITS014B	Connect Hardware Peripherals
ICAITS020B	Install & Optimise System Software
ICAITS021B	Connect Internal Hardware Components
ICAITS025B	Run Standard Diagnostic Tests
ICAITU005B	Operate Computer Hardware

Professional Communications 1 (50 Hours)

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

Internet Fundamentals (60 Hours)

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

Programming Fundamentals (80 Hours)

ICAITB070A.1	Create code for applications 1 of 4
ICAITB070A.2	Create code for applications 2 of 4

Semester 2

Software Development A (60 Hours)

ICAITB070A.3	Create code for applications 3 of 4

Software Development B (40 Hours)

ICAITTW011B	Participate in a team & individually to achieve organisation goals

Professional Communications 2 (40 Hours)

ICAITTW026B	Coordinate & Maintain Teams

Internet Technology (90 Hours)

ICPMM11bA	Identify Components of Multimedia
ICPMM41cA	Incorporate text into multimedia presentations
ICPMM65dA.2	Create Web Pages with Multimedia 2 of 2
ICAITB070A.4	Create code for applications 4 of 4

Network Fundamentals (130 Hours)

ICAITS030B	Install Software to Networked Computers
ICAITI097A	Install & configure a network
ICAITS120A	Administer & Configure a Network O/S

Business Fundamentals (50 Hours)

ICAITAD041A	Determine Client Business Expectations & Needs
ICAITU004B	Apply Occupational Health & Safety Procedures

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Multimedia

Course Code: 14933VIC

Course Objective

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

Entry Requirements

The successful completion of VCE or equivalent or Mature age.

Course Duration

This course is offered on a full time basis over one year.

Course Structure

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

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

| ITL303 | Workplace Health & Safety | 20 |
| | | 720 |

Diploma of Information Technology (Software Development)

Course Code: ICA50299

Course Objective

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

Entry Requirements

Successful completion of the Certificate IV in Information Technology or demonstrated competency in the following units of competency

Code

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

Course Structure

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

Semester One

Project Management (56 Hours)

| BSX154L501 | Guide Application of Project Integrative Processes |
| BSX154L602 | Manage Project Scope |

Database Technology (72 Hours)

ICAITB060A	Identify Physical Database Requirements
ICAITB061A	Monitor Physical Database Implementation
ICAITAD042A	Confirm Client Business Needs

System Modelling & Design (76 Hours)

ICAITAD043A	Develop & Present a Feasibility Report
ICAITAD056A	Prepare Disaster Recovery/Contingency Plans
ICAITB059A	Contribute to the Development of Detailed Technical Design

Advanced VB Programming A (68 Hours)

| ICAITB069A | Develop Software |
| ICAITT082A | Manage the Testing Process |

OO Java Programming A (70 Hours)

| ICAITB069A | Develop Software |
| ICAITT080A | Perform Specific Unit Test for OO Class |

Database Server Scripting (54 Hours)

| ICAITB069A | Develop Software |

Semester Two

Advanced VB Programming B (60 Hours)

ICAITS117A	Maintain Custom Software
ICAITAD048A	Develop Configuration Management
ICAITB069A	Develop Software

OO Java Programming B (60 Hours)

ICAITT079A	Perform Integration Test
ICAITB069A	Develop Software
ICAITT077A	Develop Detailed Test Plan

Database Project (126 Hours)

BSX154L604	Manage Project Costs
BSX154L605	Manage Project Quality
ICAITAD050A	Develop Detailed Component Specification from Project Specification
ICAITB069A	Develop Software

Advanced Internet Technologies (90 Hours)

ICAITB069A	Develop Software
ICAITS117A	Maintain Custom Software
ICAITT083A	Develop & Conduct Client Acceptance

Networking for the Internet (60 Hours)

ICAITI099A	Build an intranet
ICAITI090A	Conduct pre-installation audit for software installation
ICAITT084A	Perform stress & loading test of integrated platform

Diploma of Multimedia

Course Code: 14934VIC

Course Objective

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

Entry Requirements

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

Course Structure

The course may be offered on a full-time basis over 1,360 nominal hours or part-time equivalent.. The stream offered by Victoria University in 2002 will be the design stream.

Core Modules

University/ETTE Code		Hours
ITL303	Workplace Safety & Health	20
ITF415	Commercial Database Packages 1	20
SB01	An Introduction to Small Business	40
VBC392	Computerised Bookkeeping for Small Business	20
VBH043	Multimedia Design	30
VBH044	Digital Imaging	40
VBH045	Web Publishing & Communication 1	50
VBH046	Interface Design	40
VBH047	Multimedia Authoring 1	40
VBH048	2D Animation for Multimedia	40
VBH049	Digital Audio/Video 1	30
VBH050	Minor Multimedia Development Project	50
VBH051	Multimedia Programming 1	80
VBH052	Multimedia Programming 2	60
VBH053	Multimedia Microcomputer Systems	60
VBH054	Multimedia Communications	60
VBH055	Financial Record Keeping & Job Costing	40
ITB301	The Business Environment	20

NCS007	Presenting Information	20
NCS010	Team Building Communication	20
NCS011	Client Interaction	20
VBH056	Issues in Multimedia	20
VBH061	Major Multimedia Development Project 1	60
VBH064	Introduction to Electronic Commerce	20
VBH065	Multimedia Project Management	40

Stream Modules

Design and Creative Media Stream

VBH057	Multimedia Authoring 2	40
VBH058	Introduction to 3D Modelling & Animation	40
VBH059	Web Publishing & Communication 2	0
VBH060	Digital A/V 2	40

Multimedia Programming Stream

VBH062	Database Design, Programming &Connectivity	60
VBH063	Programming Internet Applications	00

Elective Modules

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

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

Diploma of Information Technology [Specialising in Network & Internet Technologies]

Course Code: 21104VIC

Course Objective

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

Entry Requirements

Successful completion of the Certificate IV in Information Technology

Course Structure

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

Delivery

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

Semester One

Business Analysis and Data Modelling (70 Hours)

ICAITB060A	Identify Physical Database Requirements
ICAITAD043A	Develop & Present a Feasibility Report

Administration of Microsoft Networks (110 Hours)

ICAITS032B	Provide network Systems Administration
ICAITS120A	Administer & Configure a Network Operating System

ICAITI098A	Install & Manage Complex networks

Introduction to eCommerce (80 Hours)

ICAITB068A	Build Using RAD
ICAITAD051A	Develop Client User Interface

Multimedia Authoring 1 (80 Hours)

ICPMM13CA	Author a Multimedia Sequence
ICPMM15DA	Develop a Multimedia Script

Project Management (40 Hours)

BSX154L603	Manage Time

Semester Two

Business Communication (40 Hours)

ICAITTW027B	Relate to Clients on a Business Level

Help Desk Support (72 Hours)

ICAITAD056A	Prepare Disaster Recover & Contingency Plans
ICAITS031B	Provide Advice to Clients
ICAITS103A.1	Establish & Maintain client-user liaison during support activity 1 of 2

Build Intranet/Internet Infrastructures (120 Hours)

ICAITA046A	Model Preferred System solutions
ICAITI099A	Build an Intranet
ICAITI100A	Build an Internet Infrastructure

Database Connectivity & Internet Programming(36 Hours)

ICAITB061A	Monitor Physical Database implementation
ICAITS113A.1	Identify & resolvecommon database performance problems 1 of 2

Internet Project (102 Hours)

BSX154L605	Manage Quality
ICPMM81EA	Manage Multimedia Production
ICAITS103A.2	Establish & Maintain client-user liaison during support activity 2 of 2
ICAITS113A.2	Identify & resolve common database performance problems 2 of 2

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

School of Business

The School of Business consists of four Departments:
- Administrative & Legal Studies;
- Financial Services;
- Management & Marketing; and
- Western Business Enterprise Centre.

Through its Departments the School offers a broad range of courses from Certificate II to Advanced Diploma level.

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

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

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

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

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

Kevin Roche
Associate Director
Head, School of Business

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

Department of Administrative and Legal Studies

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

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

Course Codes

2403AFC	Certificate IV in Electronic Publishing [incorporating Certificate II in Desktop Publishing]
BSA30200	Certificate III in Business (Legal Administration)
BSA40200	Certificate IV in Business (Legal Services)
20055VIC	Advanced Diploma of Business (Legal Practice)
BSA20197	Certificate II in Business (Office Administration)
BSA30197	Certificate III in Business (Office Administration)
BSA40197	Certificate IV in Business (Administration)
BSA50197	Diploma of Business (Administration)

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

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

Certificate IV in Electronic Publishing

Incorporating–

Certificate II in Desktop Publishing

Course Code: 2403AFC

Course Objective

The objective of this course is to develop job specific skills, knowledge and attitudes necessary to competently perform specific electronic publishing work appropriate to the Printing Industry.

Entry Requirements

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

Course Duration

This course may be offered on a full-time basis over one year or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

This course consists of 15 compulsory core modules, and 2 elective modules.

Core Modules

Module Code		Hours
VBA033	Printing Industry Structure & Methods	12
VBA034	Introduction to Personal Computers	36

VBA035	Workplace Communication	30
VBA036	Typography & Layout for Electronic Publishing	40
VBA037	Text & Graphic Manipulation (PageMaker & QuarkXPress)	40
VBA038	Image Input–Scanning 1 (Tone Reproduction)	40
VBA039	Graphic Manipulation (PhotoShop)	40
VBA040	Illustration Application (Illustrator or CorelDraw)	40
VBA041	System Management 1	40
VBA044	Colour Measurement Application	40
VBA045	System Management 2	40
VBA046	Image Input–Scanning 2 (Colour Reproduction)	40
VBA047	Advanced Typography (Book Production)	40
VBA048	Electronic Image Assembly–Text & Graphics	60
VBK593	Design (Manual/ Electronic)	60
VBK594	Introduction to Multimedia	40

Elective Modules

| VBA043 | Binding & Finishing Techniques | 40 |
| VBA049 | Introduction to Small Business | 40 |

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Business (Legal Administration)

Course Code: BSA30200

Course Objective

The course aims to provide participants with the skills and knowledge necessary to work as legal support staff within a legal structure (law firms, State Legal Aid Commissions and community legal centres). It also provides training for legal support workers within non-traditional legal settings such as accounting firms, banks and other private and public institutions.

Entry Requirements

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

Prior knowledge of basic word processing is highly recommended.

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

Course Duration

The course may be offered on a full-time basis over 300-385 nominal hours (18 weeks) or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
BSACS301A	Apply the principles of confidentiality & security within the legal environment	10
BSAENT203A	Apply knowledge of employee's & employer's rights & responsibilities to workplace environment	30
BSALC301A	Use legal terminology in order to carry out tasks	40
BSALF301A	Maintain records for time & disbursements in a legal practice	40
BSALO301A	Assist in prioritising & 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 & despatch of information	20
BSATEC301B	Use the advanced functions of a range of office equipment to complete daily tasks	10
BSATEM301B	Negotiate with team members to allocate & complete tasks to achieve team goals	20

Elective Units

Two units selected the student in consultation with his/her employer, with approval of the Head of Department.

BSACOM301B	Collect & provide information to facilitate communication flow	30
BSACOM302B	Take dictation to produce a text	50
BSAINF301B	Maintain information records system to ensure its integrity	5
BSALPP303A	Deliver court documentation	10
BSAORG301B	Coordinate own work schedule with that of others to achieve agreed team/section goals	15
BSATEC302B	Design & develop documents, reports & worksheets	50
FNARFS14A	Deliver a service to customers	35
THTSMA01A	Coordinate production of brochures & marketing materials	40

Certificate IV in Business (Legal Services)

Course Code: BSA40200

Course Objective

The course aims to provide participants with the skills and knowledge required of workers undertaking paralegal-type duties and/or legal administration duties in a legal environment

Entry Requirements

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

Prior knowledge of basic word processing is highly recommended.

In addition, units from the Certificate III in Business (Legal Administration) 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)

Recognition of prior learning may be available based on 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 18 weeks [365–515 nominal hours (or 590–790 nominal hours including prerequisite units)] or part-time equivalent.

Course Structure

The structure of the course is as follows:

Pre-requisite Units

Unit 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 & security within the legal environment	10

BSAENT203A	Apply knowledge of employee's & employer's rights & responsibilities to workplace environment	30
BSALC301A	Use legal terminology in order to carry out tasks	40
BSALF301A	Maintain records for time & disbursements in a legal practice	40

Core Units

BSACS401A	Provide non-legal advice	50
BSALC401A	Interact with other parties	30
BSALC402A	Research, locate & provide legal & other information in response to requests	60
BSALF401A	Maintain trust accounts	50
BSALPP401A	Prepare & produce complex legal documents	80

Elective Units

Four units selected the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant units in–

Paralegal Functional Stream

BSALPL401Aa	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 & 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 & execute documents	40

Litigation Functional Stream

BSALLG401A	Arrange documents & list exhibits for litigation support	60

Administration Functional Stream

BSAORG403B	Coordinate administration of team projects to achieve project goals	30

Finance Functional Stream

FNAMERCO3B	Serve legal process	40

Other Elective Units

BSACOM402B	Take dictation to produce complex texts	50
BSAFIN401B	Produce reports as required for cash flow forecasts & budgetary purposes	40
BSAINF401B	Supervise & established records system to ensure its integrity	35
BSAORG401B	Plan business trip & associated itinerary to ensure efficient travel	20
BSATEC403B	Identify & use new & existing technology to meet the needs of the enterprise	40
BSATEC404B	Customise & maintain software	40
BSATEM401B	Supervise the team to ensure team goals are achieved	45
BSZ401A	Plan assessment	15
BSZ402A	Conduct assessment	15
BSZ403A	Review assessment	5
BSZ404A	Train small groups	30
BSZ405A	Plan & promote a training program	50
BSZ406A	Plan a series of training sessions	30
BSZ407A	Deliver training sessions	50
BSZ408A	Review training	15

Advanced Diploma of Business (Legal Practice)

Course Code: 20055VIC

Course Objective

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

Entry Requirements

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

Course Duration

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

Course Structure

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

Core Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBD228	Commercial Law	51
VBD233	Law of Evidence	51
VBD235	Law of Contract	51
VBD236	Property Law	51
VBD237	Law of Torts	51
VBD238	Legal Process	51
VBJ206	Identify Potential Clients & Provide Advice on Services	51
VBJ207	Practise in a Legal Environment	68

Elective Modules

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

Group A

VBA502	Law of Marketing	51
VBD204	Legal Aspects of International Commerce	51
VBD216	Restrictive Trade Practices	51
VBD217	Probate & Administration	51
VBD219	Land Contracts	51
VBD224	Consumer Protection Law	51
VBD223	Administrative Law	51
VBD227	Mortgages, Leases & Building Contracts	51
VBD230	Family Law	51
VBD231	Company & Associations Law	51
VBD234	Criminal Law	51
VBD239	Civil Procedure	51
VBD246	The Conveyancing Process	51
VBF469	Legal Research Method	51
VBJ208	Manage Legal Practice Operations Resources	51

Group B

NAP719	Accounting for Non-Accountants	50–60

NAP723	Marketing & Planning for Small Business	54
NAP757	Income Tax Law for Accountants	50–60
NCS003	Job Seeking Skills	20
NCS006	Writing Workplace Documents	20
NCS007	Presenting Information	20
NCS009	Negotiation Skills	20
NCS010	Team Building Communication	20
NCS011	Client Interaction	20
NCS012	Meetings	20
NCS013	Interviews	20
NCS015	Presenting Reports	20
NGMS102	Managing Operations–Customer Service	20
NGMS106	Managing Effective Working Relationships	40
NGMS111	Managing People–Workplace Practice	40
NGMS118	Managing People–Training & Development	40
NOS110.v2	Occupational Health & Safety	10
NOS116	Keyboard Techniques & Operations	20
NOS118.v3	Computer Operations-Data Retrieval	10
NOS124.v2	Accounting to Trial Balance	60
NOS211	Keyboarding–Speed & Accuracy	40
NOS213	Computer Operations	15
NOS214.v2	Word Processing for Operators	50
NOS215.v2	Database Fundamentals	20
NOS216.v2	Spreadsheet Fundamentals	20
NOS222.v2	Word Processing Introduction	20
NOS230	Organisational Behaviour	54
NOS233	Audio Transcription–Introduction	10
NOS304.v3	Word Processing–Advanced Operators	40
NOS305.v2	Text Production	40
SB01	Introduction to Small Business	40
VAG443	Trust Accounting for Legal Executives	51

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Business (Administration)

Incorporating–

Certificate IV in Business (Administration)

Certificate III in Business (Office Administration)

Certificate II in Business (Office Administration)

Course Code: BSA50197 Diploma

Course	Code:	BSA40197	Certificate	IV
Course	Code:	BSA30197	Certificate	III

Course Code: BSA20197 Certificate II

Course Objective

The Business Administration and Office Administration courses aim to provide students with administrative skills and technical ability for those seeking employment in the areas of Executive Secretary, Administration Officer, Computer Operations, Clerical Assistant and Receptionist.

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

Students 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

To qualify for admission to the Diploma of Business (Administration)/Certificate IV in Business (Administration), applicants must generally have successfully completed Year 12 (including English and 3 other academic modules) or equivalent (including Certificate III in Business (Office Administration), or be of a mature age and assessed by the School as being capable of completing the course.

To qualify for admission to the Certificate III in Business (Office Administration), applicants must generally have successfully completed Year 12 or equivalent (including Certificate II in Business (Office Administration), or be of mature age and assessed by the School as being capable of completing the course.

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

Course Duration

The Diploma of Business (Administration) is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation. Traineeships are usually delivered both on and off-the-job over a 12-month period.

Stage 1
Certificate II in Business (Office Administration)   15–20 weeks

Stage 2
Certificate III in Business (Office Administration)15–20 weeks

Stage 3
Certificate IV in Business (Administration)   15–20 weeks

Stage 4
Diploma of Business (Administration)   15–20 weeks

Course Structure

Stage 1: Certificate II in Business (Office Administration)

Students must complete 13 compulsory core competencies.

Core Modules

Module Code		Hours
COM201A	Receive & Pass on Oral Messages	20
COM202A	Receive & Pass on Written Information	15
ENT201A	Promote Enterprise Products & Services	40
ENT202A	Follow OHS Policies & Procedures	20
FIN201A	Prepare & Process Financial Documents	50
INF201A	Handle Mail to Facilitate Info Flow	20
INF202A	Process & Analyse Info–Secure Records	25
ORG201A	Organise Own Work Schedule–Team Goals	20
TEC201A	Select, Operate & Maintain Office Equipment	25
TEC202A	Operate Computer–Access & Retrieve Data	40
TEC203A	Operate Computer–Simple Documents	55
TEC204A	Organise, Copy & Collate Documents	15
TEM201A	Allocate & Complete Team Tasks	25

Upon successful completion of the above competencies or equivalent, students are eligible for entry into the Certificate III in Business (Office Administration).

Stage 2: Certificate III in Business (Office Administration)

Students must complete 10 compulsory core competencies plus a minimum of 3 elective competencies.

Core Modules

COM301A	Collect & Provide Info–Communication Flow	30
ENT301A	Meet Client Needs–Information & Advice	20
ENT302A	Process Client Complaints	25
INF301A	Maintain Information Records System	5
ORG301A	Coordinate Own Work Schedule with Others	15
TEC301A	Office Equipment–Advanced Functions	10
TEC302A	Design & Develop Documents Reports Worksheets	50
TEC303A	Maintain Computer Files	15
TEC304A	Operate & Maintain Computer Printer	10
TEM301A	Negotiate with Team, Allocate & Complete Tasks	20

Elective Modules

Choose a minimum of 3 elective competencies from below or any other accredited National Industry Competency Standard at Level 3.

COM302A	Take Dictation to Produce a Text	50
FIN301A	Maintain Daily Financial Records–Accounting	50
FIN302A	Monitor Cash Control–Accounting Purposes	20
FIN303A	Monitor Stock Levels	20
FIN304A	Process Payroll	40
FIN305A	Maintain Financial Records for Reporting	30
ORG302A	Organise Schedule on Behalf of Others	30

Upon successful completion of Stages 1 to 2 or equivalent, students are eligible to apply for entry into the Certificate IV in Business (Administration).

Stage 3: Certificate IV in Business (Administration)

Students must complete 6 core competencies plus a minimum of 3 elective competencies.

Core Modules

Module Code		Hours
COM401A	Organise & Provide Information–Respond to Requests	40
ENT401A	Provide Advice to Meet Client Requirements	20
INF401A	Supervise Established Records System	35
ORG402A	Plan Meetings to Meet Objectives	20
TEC401A	Produce Complex Documents	60
TEM401A	Supervise Team to Ensure Goals are Achieved	45

Elective Modules

Choose a minimum of 3 elective competencies from below or any other Accredited National Industry Competency Standard at Level 4.

COM402A	Take Dictation to Produce Complex Texts	50
FIN401A	Produce Reports–Cash Flow & Budget Purposes	40
ORG401A	Plan Business Trip & Associated Itinerary	20
ORG403A	Coordinate Administration–Team Projects	30
TEC402A	Assist in Maintenance of Computer System	40
TEC403A	Identify & Use New & Existing Technology	40
TEC404A	Customise & Maintain Software	40
TEM402A	Prepare, Deliver & Review Training for Team	40

Upon successful completion of Stages 1 to 3 or equivalent, students are eligible to apply for entry into the Diploma of Business (Administration).

Stage 4: Diploma of Business (Administration)

Students must complete 4 core competencies plus a minimum of 3 elective competencies.

Core Modules

COM501A	Initiate Research, Prepare Data & Information	40

ENT501A	Respond to Changing Enterprise Environment	50
ORG501A	Manage Meetings to Achieve Team Goals	30
TEM501A	Manage the Team–Enterprise Goals	160

Elective Modules

Choose a minimum of 3 elective competencies from below or any other Accredited National Industry Competency Standard at Level 5.

Elective Modules

COM502A	Coordinate Client Service	40
ENT502A	Apply & Monitor Enterprise OHS	40
FIN501A	Manage Payroll Records	30
FIN502A	Monitor & Control Disbursements in Budget	40
FIN503A	Manage & Control Stock Supply	40
INF501A	Establish & Maintain a Records System	40
INF502A	Establish & Maintain Library & Resources	30
ORG502A	Plan & Manage Conferences	40
ORG503A	Plan, Establish Office Systems & Procedures	40
ORG504A	Review Office Systems & Procedures	40
TEC501A	Manage Document Design & Production	50
TEC502A	Manage, Establish & Maintain Workgroup Network	30
TEM502A	Participate in Staff Selection	80
TEM503A	Prepare for Training	100
TEM504A	Conduct Assessment	50

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Department of Financial Services

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

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

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

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

Sandy Roberts
Head, Department of Financial Services–TAFE

Certificate III in Financial Services

Course Code: FNB30199

Course Objective

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

Entry Requirements

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

Course Duration

This course may be offered on a full-time basis over 1 semester or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Core Modules
Module Code		Hours
FNBFS01A	Work within a financial services context	30
FNBFS02A	Communicate in the workplace	30
FNBFS03A	Work as part of a team	30
FNBFS04A	Use technology in the workplace	50
FNBFS05A	Apply health & safety practices in the workplace	25
FNBFS06A	Resolve customer complaints	20

Students must complete nine (9) units from the common areas, with a minimum of one (1) unit from each area as outlined in the Financial Services Training Package. The Department plans to offer the following electives in 2001:

Elective Moduless
BSAFIN201A	Prepare & process financial documentation for cash flow & accounting records	50
BSAFIN301A	Maintain daily financial records for accounting purposes	50
BSAFIN305A	Maintain financial records for reporting purposes	30
FNARFS14A	Deliver a service to customers	35
FNBFIN61A	Prepare & bank receipts	10
FNBFIN65A	Process journal entries	10
FNBFIN68A	Prepare Reports for Management	60
BSFIN501A	Manage payroll records for employer Salaries & staff record keeping	30
BSFIN502A	Monitor & control disbursements within a given budget	40

Advanced Diploma of Accounting

Incorporating–

Diploma in Accounting

Course Code: FNB60299 Advanced Diploma
Course Code: FNB50299 Diploma

Course Objective

The Advanced Diploma in 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 a qualified accountant.

The Diploma in 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 Assistant Accountants, 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 competence levels in Australian Qualifications Framework Level 4 (for Diploma in Accounting), Level 5 (for Advanced Diploma in Accounting) or equivalent.

Course Duration

The Advanced Diploma in Accounting may be offered on a full-time basis over 1 year or part-time equivalent.

The Diploma in Accounting may be offered on a full-time basis over 1 year or part-time equivalent. The qualification comprises 7 prerequisite competencies, taken from the Certificate III in Financial Services, 6 core units of competencies and 2 elective units of competencies.

Part-time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The Advanced Diploma in Accounting consists of 2 stages.

Stage 1: Diploma in Accounting

Pre-Requisite Competencies

Competency Code		Hours
FNARFS14A	Deliver a service to customers	35
FNBFIN61A	Prepare & bank receipts	10
FNBFIN65A	Process journal entries	10
BSAFIN305A	Maintain financial records for reporting purposes	30
BSAFIN201A	Prepare & process financial documentation for cash flow & accounting records	50
BSAFIN301A	Maintain daily financial records for accounting purposes	50
FNBFIN68A	Prepare reports for management	60

Core Modules

FNBACC01A	Provide financial information	60
FNBACC02A	Prepare statutory returns	100
FNBACC03A	Prepare budgets & forecasts	75
FNBACC04A	Provide financial reports	75
FNBACC05A	Establish & maintain financial systems & records	75
FNBACC06A	Implement financial policy statements & operating procedures	75

The Department plans to offer the following elective units of competence in 2001:

Elective Modules

BSFIN501A	Manage payroll records for employer salaries & staff record keeping	30
BSFIN502A	Monitor & control disbursements within a given budget	40

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

Stage 2: Advanced Diploma in Accounting

Core Modules

FNBACC08A	Evaluate organisational processes	80
FNBACC11A	Monitor compliance activities	100
FNBACC14A	Evaluate business performance	80
FNBACC15A	Evaluate organisation's financial performance	80

Students must complete four (4) units of competency from the Financial Services Training Package not previously studied. The Department plans to offer the following elective competencies in 2001:

Elective Modules

FNBACC09A	Audit & report on financial systems & records	80
FNBACC10A	Implement tax plans	80
FNBACC12A	Implement organisational improvement programs	80
FNBACC17A	Prepare financial plans	80

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Business (Banking and Finance)

Course Code: 90025NSW

Course Objective

This course is suitable for students wishing to work in the banking and finance industry, up to the level of branch manager. The Australian Institute of Bankers recognises the completed course as meeting its professional membership requirements.

Entry Requirements

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

Course Duration

This course may be offered on a full-time basis over 1 year or part-time equivalent. Part-time programs are normally conducted in the evenings and via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Core Modules

Module Code		Hours
NAP710	Financial Accounting Applications 1	40
NAP722	Economics for Business	50
NAP750	Commercial Law Principles	40
NAP752	Contract Law	40
NOS237	Computer Graphics Fundamentals	20
NOS222	Word Processing–Introduction	20
NOS216	Spreadsheet Fundamentals	20
NOS215	Database Fundamentals	20
8395D	Personal & Financial Management	50
NGMS107	Managing & Developing Teams	40
NSW8395B	Financial Sales Skills	30
NCS018	Dealing with Customers & Clients	20
NOS124	Accounting to Trial Balance	60
NOS219	Accounting–Basic Reports	50
NSW8395A	Financial Institutions & Markets	50
NSW8395G	Commercial Banking & Finance	50
NSW8395H	Banking & Lending Practice	50
NSW8395K	International Banking & Finance	50
NSW8395J	Financial Institutions Law	50
VAD950	The Marketing Concept	68

Plus 2 of the following National Communication Modules:

NCS002	Writing Skills for Work	20
NCS004	Work Team Communication	20
NCS005	Dealing with Conflict	20
NCS006	Writing Workplace Documents	20
NCS007	Presenting Information	20

Plus elective totaling 40–60 hours to be selected from below:

Elective Modules

Module Code		Hours
NOS230	Organisational Behaviour OR	50
NGMS106	Managing Effective Working Relationships	40
NAP720	Business Mathematics &	30
NAP721	Business Statistics	30
NAP712	Company Accounting & Financial Statements	50
NGMS213	Managing Projects	40
NGMS108	Managing & Organising Work–Goal Achievement	40
NGMS112	Managing People Recruitment, Selection & Induction	40
NCS009	Negotiation Skills	20
NCS011	Client Interaction	20
NCS006	Writing Workplace Documents	20

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Course in Real Estate for Agents' Representatives

Course Code: 2004AAA

Course Objective

This course aims to provide participants with a basic understanding of the legal principles and estate practices necessary to practice as a real estate sub-agent.

Entry Requirements

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

Course Duration

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

Course Structure

The Course in Real Estate for Agents' Representatives consists of the following three modules.

Participants must complete 3 modules.

Module Code		Hours
ABH500	Real Estate Industry Overview	20
ABH501	Introduction to Sales	20
ABH502	Introduction to Property Management	15

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Business (Estate Agency Practice)

Course Code: 2404ADA

Course Objective

This course aims to provide participants with the skills to perform the duties of a licensed estate agent. Graduates are expected to be employed within an estate agency whilst undertaking this course on a part-time basis or may gain employment as an estate agent during the course. This course aims to provide essential skills to manage an estate agency office, or to establish and operate an estate agency practice.

The Certificate IV in Business (Estate Agency Practice) incorporates the Course in Real Estate for Agents' Representatives.

Course Duration

The Certificate IV in Business (Estate Agency Practice) is designed to be completed on a part-time basis over two–three years. Part-time programs are normally conducted in the evenings on a 2 evenings per week basis, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Entry Requirements

To qualify for admission to the Certificate IV in Business (Estate Agency Practice) applicants must have estate agency work experience, English language, literacy and numeracy skills and be assessed as being capable of completing the course.

To be able to obtain registration as a licenced estate agent, applicants need to meet the requirements of the Office of Fair Trading and Business Affairs, within the Department of Justice, Victoria.

Course Structure

The Certificate IV in Business (Estate Agency Practice) consists of 27 modules.

All modules are compulsory

Module Code		Hours
ABH500	Real Estate Industry Overview	20
ABH501	Introduction to Sales	20
ABH502	Introduction to Property Management	15
ABH503	Real Estate Computing	15
ABH504	Real Estate Accounting	45
ABH505	Real Estate Computer Accounting	15
ABH507	Property Research & Analysis	12
ABH508	Real Estate Consumer Protection	20
ABH510	Contract Law for Real Estate	20
ABH511	Property Law	30
ABH512	Residential Tenancies	20
ABH513	Recognising Common Building Styles & Faults	15
ABH514	Property Management Listings	12
ABH515	Renting Residential Properties	10
ABH516	Servicing Managed Properties	20
ABH517	Introduction to Specialised Property Management	20
ABH522	Contracts for the Sale of Land	20
ABH523	Methods of Sale	20
ABH524	Property Appraisals	20
ABH525	Listings	30
ABH527	Selling by Auction	30
ABH528	Introduction to Specialised Property Sales	20
NAP750	Commercial Law Principles	35
NCS009	Negotiation Skills	20
NCS011	Client Interaction	20
NGMS114	Managing Finance–Performance	20
NOS215	Database Fundamentals	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Course in Introduction to Call Centre Operations

Course Code: BBI07

Course Objective

This course aims to provide an accredited training program at AQF level 1 for people wishing to pursue a career in the call center industry as call centre operators.

This course also aims to develop:
- Knowledge, skills and attitudes applicable to the call centre work environment;
- Provide off-the-job training and assessment in a practical, hands-on program, underpinned by theoretical knowledge components relevant to the call centre industry;

The course provides training, knowledge and skill development in areas including:
- Industry orientation;
- Call centre applications and features;
- Legislation pertaining to call centre operations;
- Computer use in call centres;
- Basic information technology applications;

- Occupational health and safety;
- Telecommunications technology in a call centre environment;
- Work effectiveness;
- Communication skills;
- Interaction with customers;
- Customer service;
- Handling complaints;
- Team work.

Entry Requirements

To qualify for admission to the course, applicants need to demonstrate, to the satisfaction of the Program Manager, literacy and numeracy skills equivalent to those pertaining to the award of Certificate II in General Education for Adults Further Study.

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

Course Duration

This course may be offered on a full-time basis over a total of nominally 60 hours or part-time equivalent.

Course Structure

The course consists of the following three compulsory modules:

Module Code		Hours
MWCC01	Call Centre Work Environment	10
MWCC02	Call Centre Technology	30
MWCC03	Call Centre Work Customer Service	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Telecommunications (Call Centres)

Course Code: ICT20499

Course Objective

This course aims to provide participants with the introductory skills necessary to operate effectively within a generic call centre to Australian Qualifications Framework Level 2 skills.

Entry Requirements

The entry requirements are consistent with the Australian Qualifications Framework. For the course, assessment by the School of literacy, numeracy and basic English skills will be undertaken.

Course Duration

Students obtain various levels of competency depending on a combination of time spent in the course and the components they undertake. The usual time to reach maximum competency in the course for successful candidates is 320 hours.

Course Structure

Operational Stream/Code		Hours
Telecom Technology		
ICTTC200A	Use Telecommunications Technology in receiving & making outgoing calls in the call centre environment.	35
Information Systems		
ICTTC201A	Use basic computer technology to process enterprise & customer requirements.	35
ICTTC202A	Use specific enterprise systems to satisfy basic customer requirements.	35
Customer Service		
ICTTC204A	Establish positive relationships with customers.	35
Cost Support/ Assistance		
ICTTC213A	Provide basic product/service support & assistance to customers.	35
Elective Competencies		
Telemarketing		
ICTTC206A	Respond to inbound calls relating to specific marketing campaign.	35
ICTTC207A	Conduct outbound telemarketing campaign.	35
Market Research		
ICTTC209A	Conduct data collection for market research, opinion polls & customer surveys.	35
Selling		
ICTTC210A	Process sales of limited product/service from incoming inquiries.	35
Product/ Service Faults		
ICTTC216A	Action reports of faults reported by customers relating to specific product/service.	35
Complaints		
ICTTC219A	Resolve complaints dealing with specific product/service.	35
Billing Management		
ICTTC224A	Provide basic assistance to customers in relation to account inquiries.	35

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Telecommunications (Call Centres)

Course Code: ICT30599

Course Objective

This course aims to supply a specific qualification for the Telecommunications Call Centre Stream at AQF level 3.

This course is aimed at providing skills and knowledge to be an effective Call Centre Agent.

Entry Requirements

To qualify for admission to this course applicants must have successfully completed the five core units pertaining to the Certificate II in Telecommunications (Call Centres).

Course Duration

This course may be offered on a full-time basis over a period of 315 nominal hours or part-time equivalent.

Course Structure

The course comprises 9 units of competency consisting of:
- at least 5 units (and a maximum of 9) associated with Call Centre Certificate 3 level units;
- a maximum of 2 units from Call Centre Certificate 4 level units;
- a maximum of 2 electives from Call Centre Certificate 2 level units;
- a maximum of 2 equivalent level units (approved by the Head of Department) from other relevant Certificate 3 qualifications.

Certificate II level units		Hours
ICTTC206A	Respond to inbound calls relating to a specific marketing campaign	35
ICTTC207A	Conduct outbound telemarketing campaign	35

ICTTC209A	Conduct data collection for Market Research, Opinion Polls, Customer Surveying	35
ICTTC210A	Process sales of limited Product/ Service from incoming inquiries	35
ICTTC216A	Action reports of faults reported by customers relating to specific Product/ Service	35
ICTTC219A	Resolve complaints dealing with specific Product/ Service	35
ICTTC224A	Provide basic assistance to customers in relation to account inquiries.	35

Certificate III level units

ICTTC203A	Use specific enterprise systems to satisfy customer requirements	35
ICTTC205A	Manage & build on relationships with customers	35
ICTTC208A	Conduct telemarketing campaign involving selling of product/ service	35
ICTTC211A	Process sales of complex product/ service & where customer is unsure of available solutions	35
ICTTC214A	Process general inquiries from customers & provide associated support & assistance	35
ICCTC217A	Action reports of product/ service faults reported by customers	35
ICTTC220A	Resolve customer complaints	35
ICTTC222A	Process low risk credits applications	35
ICTTC225A	Process the more complex billing/ account inquiries from customers	35
ICTTC227A	Manage personal work priorities & professional development	35
ICTTC229A	Establish & manage effective relationships within the Call Centre team environment	35
ICTTC234A	Develop & maintain a safe workplace & environment.	35

Certificate IV level units

ICTTC212A	Process sales which commit both customer & enterprise to considerable financial commitment	40
ICTTC215A	Provide support to staff & customers on all inquiries & on matters defending enterprise actions, policy & legislation	40
ICTTC218A	Negotiate with customers on major Product/ Service faults	40
ICTTC221A	Resolve the more complex customer complaints	
ICTTC223A	Process high risk credit applications	40
ICTTC226A	Handle to finality the very complex customer account matters including severance of service/ return of product for non-payment of account.	40

Certificate IV in Telecommunications (Call Centres)

Course Code: ICT40599

Course Objective

This course aims to supply a specific qualification for the Telecommunications Call Centre Stream at AQF level 4.

This course is ideal for Call Centre Team Leaders.

Entry Requirements

To qualify for admission to this course applicants must have successfully completed the five core units pertaining to the Certificate II in Telecommunications (Call Centres).

Course Duration

This course may be offered on a full-time basis over a period of 390 nominal hours or part-time equivalent.

Course Structure

The course comprises 10 units of competency consisting of:
- at least 5 and at most 7 leadership units from Call Centre level 4;
- a maximum of 5 units pertaining to Non Leadership Centre level 4;
- a maximum of 2 elective units pertaining to the award of Certificate III in Communications (Call Centres);
- a maximum of 2 equivalent level units (selected by the student with the approval of the Head of Department) from other relevant Certificate IV programs.

Certificate III level units

ICTTC203A	Use Specific Enterprise Systems to Satisfy Customer Requirements	35
ICTTC205A	Manage & Build on Relationships with Customers	35
ICTTC208A	Conduct Telemarketing Campaign Involving Selling of Product/ Service	35
ICTTC211A	Process Sales of Complex Product/ Service & where Customer is unsure of available solutions	35
ICTTC214A	Process General Inquiries from Customers & Provide associated support & assistance	35
ICCTC217A	Action reports of Product/ Service faults reported by customers	35
ICTTC220A	Resolve customer complaints	35
ICTTC222A	Process Low Risk Credits Applications	35
ICTTC225A	Process the more complex billing/ account inquiries from customers	35
ICTTC227A	Manager personal work priorities & professional development	35
ICTTC229A	Establish & manage effective relationships within the Call Centre team environment	35
ICTTC234A	Develop & maintain a safe workplace & environment.	35

Certificate IV level units

ICTTC212A	Process sales which commit both customer & enterprise to considerable financial commitment	40
ICTTC215A	Provide support to staff & customers on all inquiries & on matters defending enterprise actions, policy & legislation	40
ICTTC218A	Negotiate with customers on major Product/ Service faults	40
ICTTC221A	Resolve the more complex customer complaints	40
ICTTC223A	Process high risk credit applications	40
ICTTC226A	Handle to finality the very complex customer account matters including severance of service/ return of product for non payment of account.	40
ICTTC228A	Provide leadership to a team of Call Centre Operational Staff in the achievement of business goals & objectives	40
ICTTC230A	Lead, participate in & facilitate the activities of a Call Centre environment	40
ICTTC231A	Manage the operations of a Call Centre work team to achieve planned outcomes	40
ICTTC232A	Manage information & information systems in the Call Centre team environment	40
ICTTC233A	Lead a Call Centre team delivering Quality Customer Service	40
ICTTC235A	Implement & monitor quality & continuous improvement systems & processes	40
ICTTC236A	Facilitate & capitalise on change & innovation	40
ICTTC237A	Contribute to the development of a learning culture within the Call Centre environment	40

Assessment

Assessment is competency based. A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical

exercises which simulate the conditions of workplace performance.

Diploma in Customer Contact Management

Course Code: 3113BBCCM01

Please contact the Department of Financial Services on 9284 7037 for further details.

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.

ETTE Codes

QLD7042	Diploma of Frontline Management
QLD7041	Certificate IV in Frontline Management
QLD7040	Certificate III in Frontline Management
20051VICB	Certificate IV in Business (Human Resource Operations)
20053VICB	Diploma of Business (Human Resource Practice)
20055VICB	Advanced Diploma of Business (Human Resource Management)
14246ACT	Advanced Diploma of Management
14247ACT	Diploma of Management
14248ACT	Certificate IV in Management
14249ACT	Certificate III in Management
20055VICC	Advanced Diploma of Business (Operations Management)
20053VICC	Diploma of Business (Operations Management)
20051VICC	Certificate IV in Business (Operations Management)
20051VICA	Certificate IV in Business (Advertising)
20053VICA	Diploma of Business (Advertising)
20055VICA	Advanced Diploma of Business (Advertising)
20051VICF	Certificate IV in Business (Sales & Marketing)
20053VICF	Diploma of Business (Marketing)
20055VICF	Advanced Diploma of Business (Marketing)
20055VICE	Advanced Diploma of Business (International Business)
20053VICE	Diploma of Business (International Trade)
20051VICE	Certificate IV in Business (International Trade)
20055VICD	Advanced Diploma of Business (Public Relations)

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

Ian Kearney
Head, Department of Management and Marketing–TAFE

Diploma of Frontline Management

Incorporating–

Certificate IV in Frontline Management
Certificate III in Frontline Management

Course Code: QLD7042 Diploma
Course Code: QLD7041 Certificate IV
Course Code: QLD7040 Certificate III

Course Objective

These courses aim to provide participants with the knowledge, skills and understanding to enable them to manage their own performance and that of others, as well as the important operations relating to their work. Frontline management development is aimed at ensuring that frontline managers are equipped to meet not only existing organisation performance and productivity goals, but also the challenges of the future. Frontline managers are typically involved in organisations as coordinators,

team leaders, supervisors, forepersons, leading hands, project or office managers. They are not usually responsible for managing other managers, but on a daily basis they play a crucial role in coordinating and influencing a group of employees. They have direct contact with employees and supervise employees' work usually without the intervention of other levels of management. Frontline managers are central to productivity in the workplace; the development of the skills of frontline managers can have a positive impact on productivity.

Entry Requirements

To qualify for admission to the courses applicants must generally have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course. Applicants will also require access to a workplace/community-based organisation to demonstrate competency.

For people of Non-English Speaking Backgrounds (NESB), it is recommended that applicants have a minimum of:
• Australian Second language Proficiency Rating Scale (ASLPRS) level 3 with no individual scores less than 3; or
• International English Language Testing Scheme (IELTS) 5.5 preferably Module C, with no individual score less than 5; or
• Test of English as a Foreign Language (TOEFL), with a score of 530.

Course Duration

The Certificate III in Frontline Management may be offered for a nominal duration of 440 hours. The Certificate IV in Frontline Management will be offered for a nominal duration of 550 hours. The Diploma in Frontline Management may be offered for a nominal duration of 660 hours.

Delivery arrangements may include on-the-job and/or off-the-job training, distance learning, workshops, and assessment of learners against workplace competency standards.

Course Structure

The Certificate III in Frontline Management requires demonstrated competency at Australian Qualification Framework (AQF) level 3 in at least 4 core competencies plus a minimum of 2 elective competencies.

Core Competencies

Competency Code		Hours
BSXFM1301A	Manage personal work priorities & professional development	40
BSXFM1302A	Provide leadership in the workplace	40
BSXFM1303A	Establish & manage effective workplace relationships	40
BSXFM1305A	Manage operations to achieve planned outcomes	40
BSXFM1308A	Develop & maintain a safe workplace & environment	40

Elective Competencies

BSXFM1304A	Participate in, lead & facilitate work teams	40
BSXFM1306A	Manage workplace information	40
BSXFM1307A	Manage quality customer service	40
BSXFM1309A	Implement & monitor continuous improvement systems & processes	40
BSXFM1310A	Facilitate & capitalise on change & innovation	40
BSXFM1311A	Contribute to the development of a workplace learning environment	40

The Certificate IV in Frontline Management requires demonstrated competency at AQF Level 4 in 5 core competencies and a minimum of 3 elective competencies.

Core Competencies

Competency Code		Hours
BSXFM1401A	Manage personal work priorities & professional development	50
BSXFM1402A	Provide leadership in the workplace	50
BSXFM1403A	Establish & manage effective workplace relationships	50
BSXFM1405A	Manage operations to achieve planned outcomes	50
BSXFM1408A	Develop & maintain a safe workplace& environment	50

Elective Competencies

BSXFM1404A	Participate in, lead & facilitate work teams	50
BSXFM1406A	Manage workplace information	50
BSXFM1407A	Manage quality customer service	50
BSXFM1409A	Implement & monitor continuous improvement systems & processes	50
BSXFM1410A	Facilitate & capitalise on change & innovation	50
BSXFM1411A	Contribute to the development of a workplace learning environment	50

The Diploma in Frontline Management requires demonstrated competency at AQF Level 5 in all eleven (11) competencies.

Core Competencies

BSXFM1501A	Manage personal work priorities & Professional development	
BSXFM1502A	Provide leadership in the workplace	60
BSXFM1503A	Establish & manage effective workplace relationships	60
BSXFM1505A	Manage operations to achieve planned outcomes	60
BSXFM1508A	Develop & maintain a safe workplace & environment	60

Elective Competencies

BSXFM1504A	Participate in, lead & facilitate work teams	60
BSXFM1506A	Manage workplace information	60
BSXFM1507A	Manage quality customer service	60
BSXFM1509A	Implement & monitor continuous improvement systems & processes	60
BSXFM1510A	Facilitate & capitalise on change & innovation	60
BSXFM1511A	Contribute to the development of a workplace learning environment	60

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

Certificate IV in Business (Human Resource Operations)

Course Code: 20051VICB

Course Objective

The course aims to provide students with the skills and knowledge required by Human Resource professionals to function effectively in the role of a Human Resource Administrator.

Entry Requirements

To qualify for admission to this course, applicants must generally have acquired the following competencies:
• Read, comprehend and discuss complex information in English;
• Write complex sentences; and
• Use and analyse complex data, relation and pattern, number measurement and shape.

Course Duration

This course may be offered on a full-time basis over 20 weeks or part-time equivalent.

Course Structure

The structure of the course consists of 19 core modules:

Core Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
NCS005	Dealing With Conflict	20
or		

NCS009	Negotiation Skills	20
NCS012	Meetings	20
NCS015	Presenting Reports	20
NGMS102	Managing Operations–Customer Service	20
NGMS107	Managing & Developing Teams	40
NGMS110	Managing Grievance Disputes	20
NGMS111	Managing People–Workplace Practice	40
NGMS112	Managing People–Recruitment, Selection & Induction	40
NOS215. v2	Database Fundamentals	20
NOS216. v2	Spreadsheet Fundamentals	20
NOS222. v2	Word Processing–Introduction	20
NOS234. v3	Payroll–Computerised	20
VAA303	Analysis of a Dispute	20
VBJ358	Introduction to Human Resources	10
VBJ359	Plan & Organise Training Programs	40
VBJ360	Introduction to Employment Law	40
VBJ361	Occupational Health & Safety	20
VBJ364	Industry Project–Human Resources	60

Diploma of Business (Human Resource Practice)

Course Code: 20053VICB

Course Objective

The course aims to provide students with the skills and knowledge required by Human Resource professionals to function effectively in the role of a Human Resource Officer.

Entry Requirements

To qualify for admission to this course applicants must generally have acquired the following competencies:
- Read, comprehend and discuss complex information in English;
- Write complex sentences; and
- Use and analyse complex data, relation and pattern, number measurement and shape.

Course Duration

This course may be offered on a full-time basis over 31 weeks or part-time equivalent.

Course Structure

The structure of the course consists of 28 core modules:

Core Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
BSZ404A	Training in Small Groups	30
HRM502	Staffing Policies & Practices	40
HRM503	Human Resource Management Information Systems	40
HRM504	Performance Management	40
NCS005	Dealing With Conflict	20
or		
NCS009	Negotiation Skills	20
NCS012	Meetings	20
NCS015	Presenting Reports	20
NGMS102	Managing Operations–Customer Service	20
NGMS107	Managing & Developing Teams	40
NGMS110	Managing Grievance Disputes	20
NGMS111	Managing People–Workplace Practice	40
NGMS112	Managing People–Recruitment, Selection & Induction	40
NGMS113	Managing Finance–Setting & Achieving Budgets	20
NGMS114	Managing Finance–Performance	20
NOS215.v	Database Fundamentals	20
NOS216.v	Spreadsheet Fundamentals	20

NOS222.v	Word Processing–Introduction	20
NOS234.v	Payroll–Computerised	20
VAA303	Analysis of a Dispute	20
VAE451	Organisational Behaviour	40
VBJ358	Introduction to Human Resources	10
VBJ359	Plan & Organise Training Programs	40
VBJ360	Introduction to Employment Law	40
VBJ361	Occupational Health & Safety	20
VBJ362	Industrial Relations/Employment Relations	40
VBJ363	Legal Context in Human Resources	40
VBJ364	Industry Project–Human Resources	60

Advanced Diploma of Business (Human Resource Management)

Course Code: 20055VICB

Course Objective

The course aims to provide students with the skills and knowledge required by Human Resource professionals to function effectively in the role of Human Resource Manager.

Entry Requirements

To qualify for admission to this course applicants must generally have acquired the following competencies:
- Read, comprehend and discuss complex information in English;
- Write complex sentences; and
- Use and analyse complex data, relation and pattern, number measurement and shape.

Course Duration

This course may be offered on a full-time basis over 46 weeks (1070–1080 nominal hours) or part-time equivalent.

Course Structure

The structure of the course consists of 35 core modules:

Core Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBJ358	Introduction to Human Resources	10
NCS015	Presenting Reports	20
NOS222.v2	Word Processing–Introduction	20
NOS216.v2	Spreadsheet Fundamentals	20
NOS215. v2	Database Fundamentals	20
NGMS112	Managing People–Recruitment, Selection & Induction	40
NGMS111	Managing People–Workplace Practice	40
NGMS102	Managing Operations–Customer Service	20
NGMS110	Managing Grievance Disputes	20
NCS005	Dealing With Conflict	20
or		
NCS009	Negotiation Skills	20
VAA303	Analysis of a Dispute	20
VBJ359	Plan & Organise Training Programs	40
NCS012	Meetings	20
VBJ360	Introduction to Employment Law	40
VBJ361	Occupational Health & Safety	20
NOS234.v3	Payroll–Computerised	20
NGMS107	Managing & Developing Teams	40
NGMS113	Managing Finance–Setting & Achieving Budgets	20
NGMS114	Managing Finance–Performance	20
HRM503	Human Resource Management Information Systems	40
VAE451	Organisational Behaviour	40
HRM502	Staffing Policies & Practices	40
BSZ404A	Training in Small Groups	30

VBJ362	Industrial Relations/Employment Relations	40
VBJ363	Legal Context in Human Resources	40
HRM504	Performance Management	40
NGMS213	Managing Projects	40
VBJ365	International Human Resource Management	40
NGMS214	Managing Cultural Diversity	40
HRM601	Strategic Human Resource Planning	40
NGMS215	Advocacy & Influence	20
NGMS205	Managing in Ambiguity & Change	40
HRM602	Organisation Development	40
VBJ364	Industry Project–Human Resources	60

Advanced Diploma of Management

Incorporating–

Diploma of Management
Certificate IV in Management
Certificate III in Management

Course Code: 14246ACT Advanced Diploma

Course Code: 14247ACT Diploma of Management
Course Code: 14248ACT Certificate IV in Management
Course Code: 14249ACT Certificate III in Management

Course Objective

The objective of these courses is to train students in the practice of management skills appropriate to the position of a middle level manager, performing the functions of management in a public or private organisation. They aim to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations in private and public organisations including: small, medium and large organisations, profit, non profit or voluntary organisations. These courses aim to develop management skills in four basic areas: managing operations, managing people, managing financial resources and managing information.

Entry Requirements

To qualify for admission to the course, applicants must generally have basic English language, literacy and numeracy skills and be assessed by the School as being capable of completing the course. This course is suitable for persons with appropriate work and life experience necessary for meaningful participation in the course. It is highly desirable that students have sufficient workplace experience, either part time or full time to provide them with an understanding of the work environment and possible opportunities for improvement of practices, work practices and processes undertaken; to meet true on-going requirements of the workplace; the expectations and demands of others in the workplace.

Course Duration

The Advanced Diploma of Management may be delivered on a full-time basis over 1.5 years (998–1014 nominal hours) or part-time equivalent. The Diploma of Management may be offered on a full-time basis over 1 year (810–826 nominal hours) or part-time equivalent. The Certificate IV in Management may be delivered on a full-time basis over 26 weeks (550–566 nominal hours) or part-time equivalent. The Certificate III may be delivered over 18 weeks full-time (280–296 hours) or part-time equivalent. Part-time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The Advanced Diploma of Management comprises 4 stages.

Stage 1: Certificate III in Management
Optional Module

For all students requiring assistance in preparing evidence for a Recognition of Prior Learning (RPL) process. The module may be undertaken concurrently with the Certificate III.

Core Modules

Module Code		Hours
STSK101	Preparing for Skills Recognition	10

Bridging Modules

For those students entering the program without basic computing competencies. The modules may be undertaken concurrently with the Certificate III.

Core Modules

| NOS222.v2 | Word Processing Functions | 20 |
| NOS118.v3 | Computer Operations–Data Retrieval | 10 |

Participants must complete 14 core modules.

Core Modules

MNGT110	Introduction to Management Competencies	20
NCS005	Dealing with Conflict	20
NCS007	Presenting Information	20
NCS009	Negotiation Skills	20
NGMS101	Managing Information	20
NGMS102	Managing Operations–Customer Service	20
NGMS106	Managing Effective Working Relationships	40
NGMS107	Managing & Developing Teams	40
NGMS108	Managing & Organising Work for Goal Achievement	40
NGMS110	Managing Grievances & Disputes	20
NGMS113	Managing Finance–Setting & Achieving Budgets	20
NGMS114	Managing Finance–Performance	20

Upon successful completion of Stage 1, or equivalent, students are eligible to apply for entry into Stage 2.

Stage 2: Certificate IV in Management

Students must complete Stage 1 or equivalent plus 6 core modules.

Core Modules

Module Code		Hours
HF589	Managing Ethically	18
NGMS103	Managing Operations- Productivity	20
NGMS104	Managing Operations–Innovation	20
NGMS105	Managing Operations Change	40
NGMS111	Managing People–Workplace Practice	40
NGMS112	Managing People–Recruitment, Selection & Induction	40
NGMS117	Managing Group Problem Solving & Decision Making	40
NGMS118	Managing People–Training & Development	40

Upon successful completion of Stage 1 and 2, or equivalent, students are eligible to apply for entry into Stage 3.

Stage 3: Diploma of Management

Students must complete Stage 1 and 2 or equivalent plus 6 core modules and a minimum of 20 hours of electives chosen from any of the following 100 or 200-Series NGMS modules.

Core Modules

Module Code		Hours
ABD209	Research Skills	40
NGMS201	Enterpreneuring & Innovating	40
NGMS203	Analysing Environments & Organisations	40
NGMS207	Leading & Visioning	40
NGMS209	Managing Self	40
NGMS213	Managing Projects	40

Elective Modules

Choose a minimum of 20 hours of electives from the following 100 or 200-Series NGMS modules. Students may also negotiate

undertaking modules from other courses, where those modules match the required competencies.

NGMS109	Managing Performance & Goal Achievement	40
NGMS115	Managing Finance–Cost & Efficiency	20
NGMS116	Managing Finance–Operating & Capital Expenditure	40
NGMS214	Managing Cultural Diversity	20
NGMS215	Advocacy & Influence	20

Upon successful completion of Stages 1 to 3, or equivalent, students are eligible to apply for entry into Stage 4.

Stage 4: Advanced Diploma of Management

Students must complete Stages 1 to 3, or equivalent plus 3 core modules and a minimum of 40 hours of electives chosen from any of the following 200-series NGMS modules.

Core Modules

Module Code		Hours
NGMS204	Managing Strategically	40
HF658	Research Project	54
MNGT111	Current Issues in Management	54

Elective Modules

Choose a minimum of 40 hours of electives from the following 200-series NGMS modules. Students may also negotiate undertaking modules from other courses, where those modules match the required competencies.

NGMS202	Forecasting Futures	40
NGMS205	Managing in Ambiguity & Change	40
NGMS206	Making Difficult Decisions	20
NGMS208	Developing Business Overseas	40
NGMS210	Managing Operations & Logistics	40
NGMS211	Managing Risk	40
NGMS212	Managing for Quality	40
NGMS214	Managing Cultural Diversity	20
NGMS216	Tactical Marketing	20
HF809	Managing Environmental Issues	36

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

Advanced Diploma of Business (Operations Management)

Incorporating–

Diploma of Business (Operations Management)

Certificate IV in Business (Operations Management)

Course Code: 20055VICC Advanced Diploma

Course Code: 20053VICC Diploma
Course Code: 20051VICC Certificate IV

Course Objective

These courses aim to provide participants with an understanding of the operations management functions within an organisation and the techniques, skills and knowledge which are required to manage and/or perform duties and tasks in the following areas; Planning; Materials Management; Purchasing; Workstudy/Individual Engineering; Occupational Health and Safety.

The operations function is performed by a group of people in a business who are responsible for producing goods and providing services which the business offers to the public. The operations function, also called the production function, is one of the three primary functions within a business, the other two being finance and marketing. In a typical business it is the operations function that employs the greatest number of people and is responsible for the greatest portion of the organisation's controllable assets.

In the current climate where manufacturers from foreign countries are seriously threatening the future of our industries, the top management of our leading corporations are urging their operations managers to get back to the basics of operations management so that production costs, productivity and product quality can compete with those of manufacturers from overseas. The future of our nation is dependent upon the competitiveness of our industries.

Entry Requirements

To qualify for admission to this course, applicants must generally have acquired the following competencies:
• Read, comprehend and discuss complex information in English;
• Write complex sentences; and
• Use and analyse complex data, relation and pattern, number measurement and shape.

Certificate IV in Business (Operations Management)

Course Duration

This course may be offered on a full-time basis over 24 weeks or part-time equivalent.

Course Structure

The structure of the course consists of 14 core modules, plus 90 hours of Certificate IV level elective modules.

Core Modules

Module Code		Hours
MPM021	Purchasing & Inventory Fundamentals	50
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
NGMS106	Managing Effective Working Relationships	40
TDTF397A	Implement & Monitor OH&S	30
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	
VBJ373	Productivity & Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
VBJ375	Production, Planning Scheduling & Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60
VBJ391	Industry Project/Practicum	50

Select two (2) of the following computer-based modules:

NOS116	Keyboarding–Techniques & Operations	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing Introduction	20
NOS215	Database Fundamentals	20

Elective Modules

BSZ404A	Train Small Groups	30
NCS009	Negotiation Skills	20
NCS015	Presenting Reports	20
TDTF797A	Implement Accident/Emergency Procedures	20
TDTJ197A	Apply Quality Procedures	40
VBJ382	Predetermined Motion Time Standard Systems	40

Diploma of Business (Operations Management)

Course Duration

This course may be offered on a full-time basis over 1 year or part-time equivalent.

Course Structure

The structure of the course consists of 23 core modules; 90 hours of elective modules selected from Certificate IV level electives; and 60 hours of elective modules selected from Diploma level electives.

Core Modules

Module Code		Hours
NGMS106	Managing Effective Working Relationships	40
MPM021	Purchasing & Inventory Fundamentals	50
TDTF397A	Implement & Monitor OH&S	30
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBJ373	Productivity & Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
VBJ375	Production Planning Scheduling & Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60

Select two (2) of the following computer-based modules:

NOS116	Keyboarding–Techniques & Operations	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing – Introduction	20
NOS215	Database Fundamentals	20
BSXFMI508A	Develop & Maintain a Safe Workplace & Environment	60
BSXFMI509A	Implement & Monitor Continuous Improvement Systems & Processes	60
MPM022	Purchasing Policy	50
NAP719	Accounting for Non-Accountants	60
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
VBJ383	Facility Layout & Workplace Design	40
VBJ384	Project Management	40
VBJ362	Industrial Relations/Employment Relations	40
VBJ386	Computer Applications for Operations Management	40
VBJ387	Maintenance Management	40
VBJ391	Industry Project/Practicum	50

Elective Modules

The Certificate IV level electives are:

BSZ404A	Train Small Groups	30
NCS009	Negotiation Skills	20
TDTF797A	Implement Emergency/Accident Procedures	20
NCS015	Presenting Reports	20
TDTJ197A	Apply Quality Procedures	40
VBJ382	Predetermined Motion Time Standard Systems	40

The Diploma level elective modules are:

ITF305	Advanced Operations–Spreadsheets	20
NAP750	Commercial Law Principles	40
NAP752	Contract Law	40
NGMS112	Managing People–Recruitment, Selection & Induction	40
TDTL1998A	Implement & Monitor Transport Logistics	40
VAD950	The Marketing Concept	60
VBJ389	Statistical & Estimating Techniques	40

Advanced Diploma of Business (Operations Management)

Course Duration

This course may be offered on a full-time basis over 1 year or part-time equivalent.

Course Structure

The structure of the course consists of 28 core modules; 90 hours of elective modules selected from Certificate IV level electives; 60 hours of elective modules selected from Diploma level electives; and 40 hours of elective modules selected from Advanced Diploma level electives.

Core Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBJ373	Productivity & Work Methods Improvement	40
VBJ374	Resource Requirement Planning	40
NGMS106	Managing Effective Working Relationships	40
VBJ375	Production Planning Scheduling & Control	40
VBJ376	Supply Chain Management Principles	60
VBJ377	Management of Warehouse Systems	60
MPM021	Purchasing & Inventory Fundamentals	50
TDTF397A	Implement & Monitor OH&S	30

Select two (2) of the following computer-based modules:

NOS116	Keyboarding–Techniques & Operations	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Word Processing – Introduction	20
NOS215	Database Fundamentals	20
BSXFMI508A	Develop & Maintain a Safe Workplace & Environment	60
BSXFMI509A	Implement & Monitor Continuous Improvement Systems & Processes	60
MPM022	Purchasing Policy	50
NAP719	Accounting for Non-Accountants	60
NAP720	Business Mathematics	30
NAP721	Business Statistics	30
NGMS116	Managing Finance–Operations & Capital Expenditure	40
NGMS205	Managing in Ambiguity & Change	40
NGMS211	Managing Risk	40
NGMS212	Managing for Quality	40
VBJ362	Industrial Relations/Employment Relations	40
VBJ383	Facility Layout & Workplace Design	40
VBJ384	Project Management	40
VBJ386	Computer Applications for Operations Management	40
VBJ387	Maintenance Management	40
VBG849	Import/Export Business Procedures	60
VBJ391	Industry Project/Practicum	50

Elective Modules

The Certificate IV level electives are:

BSZ404A	Train Small Groups	30
TDTJ197A	Apply Quality Procedures	40
NCS009	Negotiation Skills	20
NCS015	Presenting Reports	20
TDTF797A	Implement Emergency/Accident Procedures	20
VBJ382	Predetermined Motion Time Standard Systems	40

The Diploma level elective modules are:

ITF305	Advanced Operations–Spreadsheets	20
NAP750	Commercial Law Principles	40
NAP752	Contract Law	40
VAD950	The Marketing Concept	60
NGMS112	Managing People–Recruitment, Selection & Induction	40
TDTL1998A	Implement & Monitor Transport Logistics	40
VBJ389	Statistical & Estimating Techniques	40

The Advanced Diploma level elective modules are

NAP722	Economics for Business	50
NGMS202	Forecasting Futures	40
NGMS204	Managing Strategically	40
VBG850	International Trade Finance	50
VBH064	Introduction to Electronic Commerce	20
VBJ392	Develop an Environmental Plan	20

Certificate IV in Business (Advertising)

Course Code: 20051VICA

Course Objective

The course aims to provide advertising practitioners with an accredited training program at AQF level 4. On successful completion of the Certificate IV a person will possess the necessary skills and knowledge to undertake employment across a range of advertising functions without direct supervision and a degree of autonomy in decision making.

Entry Requirements

To qualify for admission to this course applicants must be able to:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data.

Course Duration

This course may be offered on a full-time basis over 1 year or part-time equivalent.

Course Structure

The structure of the course is as follows

Core Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBJ217	Introduction to Advertising	51
VBJ218	Focus on the Advertising Industry	51
VBJ219	The Marketing Concept for Advertising	51
VBJ220	Creative & Production Elements in Advertising	51
VBJ221	Introduction to Advertising Media	51
VBJ064	Introduction to E Commerce	20
VBJ222	Introduction to Copy & Design	51
VBJ404	Law of Advertising 1	34
MAGW	OHSW Small Business	40
VBJ225	Introduction to Market Research for Advertising	51
VBJ226	Consumer Decision Making for Advertising	51
VBJ227	Software Applications	34
VBJ228	Communication within the Advertising Workplace	51
VBJ403	Business Statistics for Advertising	51
MAHC	Computerised Accounting with Inventory	30
VBJ405	Advertising Media Planning	51
VBJ406	Advertising Industry Environment	34

VBJ406 Advertising Industry may be undertaken by way of practical placement in an Advertising environment to meet the requirements of the Industry Project module that is required to receive the award Certificate Vi in Business (Advertising).

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

Diploma of Business (Advertising)

Course Code: 20053VICA

Course Objective

The course aims to provide advertising practitioners with an accredited training program at AQF level 5. On successful completion of the Diploma a person will possess the necessary skills and knowledge to undertake employment in specific advertising roles such as Account Management, Media Planning and Production.

Entry Requirements

To qualify for admission to this course applicants must be able to:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data

Course Duration

This course may be offered on a full-time basis over 1.5 years or part-time equivalent.

Course Structure

The structure of the course is as follows

Core Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBJ217	Introduction to Advertising	51
VBJ218	Focus on the Advertising Industry	51
VBJ219	The Marketing Concept for Advertising	51
VBJ220	Creative & Production Elements in Advertising	51
VBJ221	Introduction to Advertising Media	51
VBJ064	Introduction to E Commerce	20
VBJ222	Introduction to Copy & Design	51
VBJ404	Law of Advertising 1	34
MAGW	OHSW for Small Business	40
VBJ225	Introduction to Market Research for Advertising	51
VBJ226	Consumer Decision Making for Advertising	51
VBJ227	Software Applications	34
VBJ228	Communication within the Advertising Workplace	51
VBJ403	Business Statistics for Advertising	51
MAHC	Computerised Accounting with Inventory	30
VBJ405	Advertising Media Planning	51
VBJ406	Advertising Industry Environment	34
VBJ407	Advertising Campaign Studies	51
VBJ408	Strategic Advertising & Marketing Planning	51
VBJ409	Consumer Behaviour Concepts for Advertising	51
VBJ410	Working Relations Management	51
VBJ411	Law of Advertising 2	51
VBJ412	Small Business Management 1	34

VBJ406 The Advertising Industry Environment module may be undertaken by way of practical placement in an Advertising environment to meet the requirements of the Industry Project module.

Elective Modules

Students must complete 1 module from one of the elective stream below:

Marketing Stream Elective Modules

VBJ422	Services Advertising	51
VBJ423	Marketing Public Relations	51
VBJ424	Direct Response & Sales Promotion	51

Multimedia Stream Elective Modules

VBJ425	Concept Development for Advertising	51
VBJ426	Copywriting & Art Direction	51

VBJ427	Multimedia in Advertising	51

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

Advanced Diploma of Business (Advertising)

University/ETTE Code: 20055VICA

Course Objective

The course aims to provide advertising practitioners with an accredited training program at AQF level 6. On successful completion of the Advanced Diploma a person will possess the necessary skills and knowledge to undertake employment in a pathway leading to a management position within the advertising industry or in a freelance or consulting capacity.

Entry Requirements

To qualify for admission to this course applicants must be able to:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data

Course Duration

This course may be offered on a full-time basis over 2 years or part-time equivalent.

Course Structure

The structure of the course is as follows

Elective Modules

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20
or		
VBJ369	Competency Analysis	10
VBJ217	Introduction to Advertising	51
VBJ218	Focus on the Advertising Industry	51
VBJ219	The Marketing Concept for Advertising	51
VBJ220	Creative & Production Elements in Advertising	51
VBJ221	Introduction to Advertising Media	51
VBJ064	Introduction to E Commerce	20
VBJ222	Introduction to Copy & Design	51
VBJ404	Law of Advertising 1	34
MAGW	OHSW Small Business	40
VBJ225	Introduction to Market Research for Advertising	51
VBJ226	Consumer Decision Making for Advertising	51
VBJ227	Software Applications	34
VBJ228	Communication within the Advertising Workplace	51
VBJ403	Business Statistics for Advertising	51
MAHC	Computerised Accounting with Inventory	30
VBJ405	Advertising Media Planning	51
VBJ406	Advertising Industry Environment	34
VBJ407	Advertising Campaign Studies	51
VBJ408	Strategic Advertising & Marketing Planning	51
VBJ409	Consumer Behaviour Concepts for Advertising	51
VBJ410	Working Relations Management	51
VBJ411	Law of Advertising 2	51
VBJ412	Small Business Management 1	34
VBJ414	Advertising Campaign Management	51
VBJ415	Advertising Project	51
VBJ416	Organisational Behaviour within the Advertising Industry	51
VBJ417	Small Business Management 2	34
VBJ418	International Advertising	51
VBJ419	Culture & Diversity in Advertising	51

VBJ406 The Advertising Industry Environment module may be undertaken by way of practical placement in an Advertising environment to meet the requirements of the Industry Project module.

Students must complete 3 modules from one of the elective stream below:

Elective Modules

Module Code		Hours
Marketing Stream Elective Modules		
VBJ422	Services Advertising	51
VBJ423	Marketing Public Relations	51
VBJ424	Direct Response & Sales Promotion	51
Multimedia Stream Elective Modules		
VBJ425	Concept Development for Advertising	51
VBJ426	Copywriting & Art Direction	51
VBJ427	Multimedia in Advertising	51

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

Assessment

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Business (Marketing)

Incorporating–

Diploma of Business (Marketing)
Certificate IV in Business (Sales and Marketing)

Course Code: 20055VICF Advanced Diploma

Course Code: 20053VICF Diploma
Course Code: 20051VICF Certificate IV

Course Objective

The Advanced Diploma of Business (Marketing) aims to provide career opportunities in marketing and sales management. It aims to prepare participants for positions as Marketing Officers, Marketing Researchers, Product/Sales Managers, and Assistant Marketing Managers.

After successful completion of Stage 1, Certificate IV in Business (Sales and Marketing), participants should be able to undertake positions as assistant Marketing Officer, Market research field workers and Assistant Product/ Sales Manager.

Entry Requirements

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

Course Duration

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

Course Structure

The Advanced Diploma of Business (Marketing) is offered in 2 Stages. Stage 1 being the Certificate IV in Business (Sales and Marketing) offered as a complete course over 1 year full-time (or part-time equivalent).

Stage 1: Certificate IV in Business (Sales and Marketing)

Participants must complete 17 core modules plus 3 National Communication Modules.

Core Modules

Module Code		Hours
NAP722	Economics for Business	50
NAP750	Commercial Law Principles	40
NAP752	Contract Law	40
NMRK441	Selling Process	50
NOS110.v2	Occupational Health & Safety	15
VAB548	Consumer Behaviour Concepts	40
VAB550	Consumer Decision Making	40
VAD950	The Marketing Concept	68
VAF518	Sales Management	68
VBF302	Introduction to Business Maths	30
VBF303	Law of Marketing	68
VBJ370	Career Planning & Skills Assessment	20

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

Plus any three National Communication Skills modules, (total 60 nominal hours).

Plus 115 nominal hours of National Information Technology and/or National Office Skills computing modules which may include:
- Word processing
- Spreadsheets
- Databases
- Internet
- Email
- Presentations

Upon successful completion of the Certificate IV in Business (Sales & Marketing) or equivalent participants are eligible to apply for entry into the Advanced Diploma of Business (Marketing).

Stage 2: Advanced Diploma in Business (Marketing)

Participants must complete the Certificate IV in Business (Sales & Marketing) plus additional core modules and a minimum of 80 hours additional elective modules.

Core Modules

Module Code		Hours
NMRK609	Individual Marketing Project	50
NAP719*	Accounting for Non-Accountants	60
NGMS106	Managing Effective Working Relationships*	40
or		
NOS230*	Organisational Behaviour	50
or		
VAE453	Organisations & Management	60
NMRK532	Direct Marketing	50
VBK613	Advertising & Sales Promotion Management	68
NMRK601	Marketing Strategy	50
NMRK602	Strategic Marketing Simulation	50
NMRK613	Services Marketing	50
NMRK641	Sales Merchandising & Promotion*	50
VBF304	Product Management	51
VBF306	Introduction to Business Statistics*	68
VBF307	Introduction to Market Research*	68
VBJ356	Marketing Channels & Logistics*	50–60

Participants must complete a minimum of 80 hours of elective modules.

Elective Modules

Module Code		Hours
NMRK612	Primary Industry Marketing	50
NMRK621	Pricing	30
NMRK632	International Marketing	50
NMRK643	Public Relations Fundamentals	50
NOS140	Practical Placement (Uni Code NOS140-B)	70
NOS235	Desktop Publishing-Introduction	20
NOS319	Desktop Publishing for Operators	40
VAD171	Industrial Marketing	34
VAF433	Retail Marketing (Uni Code VAF433-A)	68
VAF753	Small Business Marketing	34
VBF301	Computers in Marketing	10
VBF305	Data Analysis	30
VBJ357	EMarketing	30

Note: Participants who successfully complete the Certificate IV in Business (Sales & Marketing) plus all the modules marked with an * may be eligible to apply for the award Diploma of Business (Marketing). Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Business (International Business)

Incorporating–

Diploma of Business (International Trade)

Certificate IV in Business (International Trade)

Course Code: 20055VICE Advanced Diploma

Course Code: 20053VICE Diploma

Course Code: 20051VICE Certificate IV

Course Objective

The objective of this course is to provide students with the opportunity to gain knowledge and skills relating to international marketing and purchasing/selling products in the International market.

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed Year 12 or equivalent, or be of mature aged and be assessed by the School as being capable of completing the course.

Course Duration

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

Course Structure

The Advanced Diploma of Business (International Business) consists of 3 stages.

Stage 1: Certificate IV in Business (International Trade)

Students must complete 663 hours of training and if exiting at the end of Stage 1 students must also complete VBS382 Career Planning and Skills Assessment plus an Industry Project.

Stage 1

Course Code		Hours
8870BA	Permit Issuing Authorities–ANCA	10
8870BB	Permit Issuing Authorities–Sales Tax	10
8870BC	Permit Issuing Authorities–AQIS	20
NAP719	Accounting for Non-Accountants	51–68
NAP722	Economics for Business	51–68
NOS110.v2	Occupational Health & Safety	15
VAD349	International Economic Geography	51
VAD363	International Business	51
VAD950	The Marketing Concept	51–68
VBF302	Introduction to Business Maths	30
VBG847	Cross-Cultural Familiarisation	10
VBG848	Business Organisations & Contract Law	40–60
VBG849	Import & Export Business Procedures	60

Plus if exiting at Certificate IV in Business (International Trade)

VBJ370	Career Planning & Skills Assessment	20

or

VBJ369	Competency Analysis Industry Project (Integrated)	10

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

Plus any three National Communication Skills modules, (total 60 nominal hours).

Plus 100 nominal hours of National Information Technology and/or National Office Skills computing modules which may include:
• Word processing
• Spreadsheets
• Databases
• Internet
• Email
• Presentations

Upon successful completion of Stage 1 students are eligible for entry into Stage 2.

Stage 2: Diploma of Business (International Trade)

Students must complete 1295 hours of training (including the 664 hours already undertaken in Stage 1). Students exiting at the end of Stage 2 must also complete VBD382 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in Stage 1.

Stage 2

Course Code		Hours
NOS149	Planning for Change	30
NOS230	Organisational Behaviour	50
VBF306	Introduction to Business Statistics	68
VBF307	Introduction to Market Research	68
VBG850	International Trade Finance	50
VBG851	Quality Management for International Trade	20
VBG852	Management Information Systems	40
VBG853	Trade Principles for International Law (Business Activities, Conservation, Customs & Quarantine)	60
VBG854	Transport & Logistics–Operations Management	40
VBG856	Review of a Targeted Business Culture & Environment	15

and

	Language for a Selected Country/Region*	140

*Indonesian is generally offered for this component.

or

VBG857	Business & Cultural Preparation for Establishing & Maintaining International Trading Relationships	155

If exiting at Diploma of Business (International Trade)

VBD382	Career Planning & Skills Assessment Industry Project	20

Upon successful completion of Stage 1 and 2, students are eligible for entry into Stage 3.

Stage 3: Advanced Diploma of Business (International Business)

Students must complete 400 hours of training plus VBD382 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in either Stage 1 or 2.

Stage 3

Course Code		Hours
NGMS201	Entrepreneuring & Innovating	40
NGMS202	Forecasting Futures	40
NGMS204	Manage Strategically	40
NGMS211	Managing Risk	40
VBG858	Transport & Logistics–Systems Development	40
VBG859	Research & Report on an Import or Export Venture	120
	Industry Project Module	40

If exiting at Advanced Diploma of Business (International Trade)

VBD382	Career Planning & Skills Assessment Industry Project	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Business (Public Relations)

Course Code: 20055VICE

Course Objective

The course aims to enable the development of specialised skills and knowledge of participants wishing to enter employment in the public relations industry at a senior level.

On successful completion of the Certificate IV a person will possess the necessary skills and knowledge to undertake employment as a senior public relations officer in a corporation or government department.

The course aims to provide public relations practitioners with knowledge and skills to:
• Liaise with the media and organise publicity campaigns;
• Prepare publications;
• Organise special promotional events;
• Communicate to the market to promote sales of products or services;
• Lobby.

Entry Requirements

To qualify for admission to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be able to:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data.

Course Duration

This course is offered on a full-time basis over 2 years or part-time equivalent.

Course Structure

The structure of the course is as follows:

Module Code		Hours
VBJ370	Career Planning & Skills Assessment	20

or

VBJ369	Competency Analysis	10
NOS139 v2	Meetings–Organisation	20

or

NCS014	Speaking in Public	20

Students are required to complete four (4) of the following five modules:

ITF205	Database Fundamentals	20
ITF304	Word Processing Operations	20
ITF305	Spreadsheet Operations	20
ITF309	Introduction to Desktop Publishing	20
ITF413	Page & Document Design	20
ITC005	Supporting the Internet & World WideWeb	20
ITG202	Internet Fundamentals	20
NCS014	Speaking in Public	20
NGMS205	Managing in Ambiguity & Change	40
NGMS207	Leading & Visioning	40
NGMS209	Managing Self	20
NGMS215	Advocacy & Influence	20
NMRK402	Marketing Law	51
NOS110 v2	Occupational Health & Safety	15
NOS140 v2	Vocational Placement	40
VAA164	Advanced Public Relations 1	51
VAA165	Advanced Public Relations 2	51
VAA408	Applied Writing for Public Relations 1	51
VAA409	Applied Writing for Public Relations 2	51
VAA410	Applied Writing for Public Relations 3	51
VAA411	Applied Writing for Public Relations 4	51
VAB548	Consumer Behaviour Concepts	51
VAC057	Editing for Public Relations	51
VAC724	Fund-raising	51
VAC845	Government Structures & Influences	51
VAD950	The Marketing Concept	51
VAF176	Public Relations Research	34
VBA294	Research Skills 1	36
VBG138	Exhibition Management	30
VBJ098	Public Relations Industry & the Australian Media	40
VBJ099	Business & Finance for Public Relations	40
VBJ577	Introduction to Public Relations 1	51
VBJ578	Introduction to Public Relations 2	51
VBJ579	Techniques for Production	51

NOS140v2 Vocational Placement may be undertaken as practical placement in a workplace in a public relations environment to meet the requirements of the Industry Project module.

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

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Western Business Enterprise Centre

The Western Business Enterprise Centre is located at 213 Nicholson Street Footscray and is the centre of small business information and training

The Business Enterprise Centre provides free, independent, confidential and competent advice and other practical assistance and training to small business operators. We provide referral to local professional and government services available to business as well as to pertinent training for micro and small business operations.

Small Business Training: Training sessions are presented by professional educators, practical small business operators and trainers using modern business and management theory and practice. A combination of lectures, case studies, individual and group discussions, and business training sessions are designed to raise the level of knowledge and expertise of individual business persons. All training is practical and assists the participants to develop their business idea. Participants will produce a business plan for their business.

Course Codes

PRS20198	Certificate II in Security (Guarding)
PRS30198	Certificate III in Security (Guarding)
2304ACC	Certificate III in Small Business Management
15703SA	Certificate IV in Small Business Management
15702SA	Diploma of Small Business Management

Elaine Egan
Manager, Western Business Enterprise Centre

Certificate II in Security (Guarding)

Course Code: PRS20198

Course Objective

The course aims to provide training for individuals wishing to work in the Security Industry as a Mobile Guard.

Entry Requirements

To qualify for admission to the course, applicants must generally be able to:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

Course Duration

The course may be offered on a part-time basis over 124-230 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
PRSSG04A	Communicate in the workplace	20
PRSSG05A	Manage conflict	16
PRSSG06A	Maintain occupational health & safety	8
PRSSG07A	Manage own performance	2
PRSSG08A	Operate basic security equipment	10
PRSSG17A	Maintain an effective relationship with clients/customers	8

| PRSSG18A | Work as part of a team | 12 |
| PRSSG28A | Interpret & comply with legal & procedural requirements | 20 |

Elective Units

Five units selected by the student in consultation with his/her employer, with approval of the Head of Department.

Certificate III in Security (Guarding)

Course Code: PRS30198

Course Objective

The course aims to provide training for individuals wishing to work in the Security Industry as a Guard supervisor or coordinator.

Entry Requirements

To qualify for admission to the course, applicants must generally be able to:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Course Duration

The course may be offered on a part-time basis over 174-354 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
PRSSG04A	Communicate in the workplace	20
PRSSG05A	Manage conflict	16
PRSSG06A	Maintain occupational health & safety	8
PRSSG07A	Manage own performance	2
PRSSG08A	Operate basic security equipment	10
PRSSG17A	Maintain an effective relationship with clients/customers	8
PRSSG18A	Work as part of a team	12
PRSSG28A	Interpret & comply with legal and procedural requirements	20

Elective Units

Ten units selected the student in consultation with his/her employer, with approval of the Head of Department.

Certificate III in Small Business Management

Course Code: 2304ACC

Course Objective

This course is designed to provide participants with business marketing, financial planning, supervisory and management skills required for the effective operation of a small business

Entry Requirements

To qualify for admission to the course applicants must generally have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course. This course is suitable for persons who are already involved in a small business or for those who are seeking to enter a small business.

Course Duration

This course may be delivered on a part-time basis over one year, full time over ten weeks or via flexible learning arrangements. 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.

Note: It is not compulsory to complete all modules. Stand-alone modules may be undertaken according to the needs and interests of the individual. However to be awarded with Certificate III in Small Business Management participants must satisfactorily complete 200 hours of approved modules, one of which must be Introduction to Small Business.

Course Structure

Participants must complete 200 hours including the compulsory core module–SB01. Additional hours can be selected from the elective modules as listed below.

Core Modules

ETTE Code/University Code		Hours
SB01/SB041	Introduction to Small Business	40

Elective Modules

SB02/SB042	Financial Record Keeping for Small Business	40
SB03/SB043	Marketing & Sales Promotion	20
SB04/SB044	Customer Relations	20
SB05/SB045	Time Management	10
SB06/SB046	The Business Plan	20
SB07/SB047	Human Resource Management	20
SB08/SB048	Monitoring Business Performance	30
SB09/SB049	Quality Concepts for Small Business	30
SB10/SB052	Customer Driven Business Strategies	15
SB11/SB053	Quality Systems Techniques	15
SB12	Personal Skills for Small Business Managers	30
SB13	Export for Small Business	15
VBC391	Planning a Home-Based Business	15
VBC392	Computerised Book-keeping forSmall Business	20
VBH064	Introduction to E-Commerce	20
ITF303	Introduction to Small Business Software Packages	20
ITG310	Understanding the Internet	20
NCS006	Writing Workplace Documents	20
NCS007	Presenting Information	20
NOS250	Introduction to the Internet	10

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

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.

Certificate IV in Small Business Management

Course Code: 15703SA

Course Objective

The course aims to provide training for individuals in the early stages of a business life cycle and who has no current expansion plans. It is also suitable for individuals who plan to go into business in the near future.

Entry Requirements

To qualify for admission to the course, applicants must generally be able to:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Course Duration

The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent. This course is also offered as a traineeship.

Course Structure

The structure of the course is as follows:

Core Modules

Course Code		Hours
MAGA	Planning for success v2	20
MAGB	Marketing v2	40
MAGH	Business finance v2	30
MAGK	Cost, profit & break-even v2	30
MAGY	Business Law v2	40
MAGG	Preparing a Feasibility Study	40

Elective Modules

160 nominal hours of modules drawn from any Diploma of Small Business Management modules selected by the student in consultation with his/her employer, with approval of the Manager of the Western Business Enterprise.

Diploma of Small Business Management

Course Code: 15702SA

Course Objective

The course aims to provide a foundation for growth in small business. It is designed to provide training for individuals wishing to take the step from micro business to small to medium enterprise.

Entry Requirements

To qualify for admission to the course, applicants must generally be able to:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Course Duration

The course may be offered on a full-time basis over 900 nominal hours or part-time equivalent. This course is also offered as a traineeship.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
(i)		
MAGA	Planning for success v2	20
MAGB	Marketing v2	40
MAGH	Business finance v2	30
MAGK	Cost, profit & break-even v2	30
MAGY	Business Law v2	40
(ii)		
MAGS	Ownership structures v2	20
MAGW	OHSW for Small Business	40
MAGZ	Managing People 1	40

Exit Modules

(i)		
MAHD	Business planning project	120
(ii)		
MAGG	Preparing a feasibility study	40

Elective Modules

Module Code		
(i)	100 hours of modules drawn from the Marketing and Business Development Stream Elective Modules	
(ii)	80 hours of modules drawn from the Managing Finance Stream Elective Modules	
(iii)	40 hours of modules drawn from the Managing Operations Stream Elective Modules	
(iv)	40 hours of modules drawn from the Managing Staff Stream Elective Modules	
(v)	60 hours of modules drawn from the Information Technology Stream Elective Modules	
(vi)	200 hours of additional modules drawn from any stream elective modules.	

Elective modules will be selected by the student in consultation with his/her employer, with approval of the Manager of the Western Business Enterprise.

Certificate IV Business Facilitation

Course Code: WSB57

Course Objective

The course objectives are to provide knowledge and skills in the areas of business development and develop business analytical, diagnostic and personal skills of participants along with coaching, mentoring and counselling skills.

Entry Requirements

There are no special educational entry requirements for this course. Participants will be required to possess an appropriate level of literacy and numeracy and appropriate experience in industry.

Course Duration

This course may be offered on a part time basis over 1 year. This is a fee for service course.

Course Structure

The course consists of 10 modules:

Module Code		Hours
MOD.1	Client Interaction	20
MOD.2	Introduction to Business Operations	30
MOD.3	Business Facilitation Skills	20
MOD.4	Ethics & Professionalism	10
MOD.5	Financial Records Management	30
MOD.6	Marketing Strategies for Business	40
MOD.7	Facilitate Financial Planning	30
MOD.8	Electronic Commerce in Business	30
MOD.9	Facilitate a Business Plan	40
MOD.10	Working with Growth Companies	30

School of Engineering, Science and Industrial Skills

The School of Engineering, Science and Industrial Skills comprises of four Departments:

Mechanical Manufacturing and Civil Engineering

Including Certificate in Engineering, Diploma and Advanced Diploma of Engineering, Post Trade together with Diplomas of Building Surveying and Civil Engineering.

Science and Food Technology

Consists of Bridging Science, Diploma of Animal Technology, Diploma of Occupational Health & Safety, Pharmacy Technician, Diploma of Transport (Warehousing), Diploma of Applied Science and Diploma of Natural Resource Management.

Automotive and Fabrication

Including Certificate in Engineering, Certificate in Automotive Technology, Auto Body Repair, Auto Body Refinishing, Diploma and Advanced Diplomas of Engineering together with Light and Heavy stream welding Certificates.

Industrial Skills

The fifty five hectare complex containing the divisions of Transport (Road Transport and Warehousing) and Building Construction. The Department offers a range of short course in Dogging, Rigging, Scaffolding, Earthmoving, Warehousing, Driver Training. The Department also delivers Certificates 1-3 in Road Transport, Warehousing and driver instruction together with Certificate 3 in Civil Operations (Plant).

The School of Engineering, Science and Industrial Skills courses are offered at the Werribee, Melton, Sunshine, Newport and Footscray Nicholson campuses. Each Department offers an extensive range of TAFE courses which provide prevocational, vocational and Diploma training for individuals and industries. These courses align with the Australian Qualifications Framework.

Excellent training facilities are a feature of the School's Quality Training which includes:

- the establishment of a Centre of Excellence for Automotive and Fabrication at the Newport and Melton campuses.
- the animal house development at the Werribee campus together with first class laboratory research facilities.
- the continuing upgrade of the hydraulics/pneumatics and introduction of new mechatronics equipment at the Sunshine campus.

the three-year cylindrical timeframe of replacing the plant and equipment within the Industrial Skills Department.

The School maintains its strong links with industry so as to ensure training is relevant. The School has a considerable number of staff both full-time and part-time working within company operations. This is a major part of the school business to assist individuals and companies in the workplace. Here using flexible training materials, companies are able to utilise both the University and their own qualified staff to deliver training which will compliment individual training schedules.

A feature of the School is that it provides on the job training both short and long term in a broad range of industries. The School has specifically developed a variety of programs for the New Apprenticeship system, subject to an agreed training program. Traineeships can now be completed totally in the workplace. The study options available are for mature age students entering into the workforce or upgrading their existing qualifications or school leavers wishing to begin their career in their chosen field.

Each Department within the School is actively involved in VCE and the TAFE dual recognition system whereby students can automatically receive credit transfers into related TAFE courses. The School is also continuing to develop its articulation arrangements with the associated Higher Education sector. This enables students to move between the two sectors and provide them the opportunity to complete a degree in their chosen field.

Professional development of staff is a high priority for the School whereby a range of professional programs are incorporated into the non-teaching time of the staff. All staff attend internal/external workshops to keep them attuned with current educational and technological developments.

The students attending the School of Engineering, Science & Industrial Skills come from a wide range of backgrounds and the School is proud of the quality of its facilities and staff that support the students' experiences in its wide range of programs which is further enhanced by the excellent range of University wide services.

Dianne Williams
Associate Director
Head, School of Engineering, Science & Industrial Skills

Department of Automotive & Fabrication

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

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

Courses in Engineering specialising in (Fabrication/Structural Steel/Sheetmetal Worker)

Course Codes

MEM10198F	Certificate I in Engineering
MEM20198F	Certificate II in Engineering–Production
MEM20298F	Certificate II in Engineering–Production Technology
MEM30198F	Certificate III in Engineering Production Systems
MEM30398	Certificate III in Engineering–Fabrication Trade [Light & Heavy]
20018VICF	Certificate IV in Engineering Technology
20019VICF	Diploma of Engineering Technology (Fabrication/Welding)
20020VICF	Advanced Diploma of Engineering Technology (Fabrication/Welding) [Supervision, Inspection]
AUR10199	Certificate I in Automotive
AUR20199-23399	Certificate II in Automotive (Streams in Administration, Vehicle Body, Sales, Mechanical, Marine, Bicycles, Outdoor Power Equipment)
21110VIC	Certificate II in Automotive Technology
2306AGB	Certificate III in Automotive– Repair, Service & Retail
AUR30199-31999	Certificate III in Automotive (Streams in Vehicle Body, Sales, Mechanical, Marine, Bicycles, Outdoor Power Equipment)
AUR40199	Certificate IV in Automotive

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

Contact the Department for further information about courses or modules.

Dennis Puiatti
Head, Department of Automotive and Fabrication–TAFE

Courses in Engineering specialising in (Fabrication/Structural Steel/Sheetmetal Worker) Metal & Engineering Training Package–Fabrication Stream

Objectives of Training Package

The courses leading to qualifications described below are based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Entry Requirements

Students must be employed as trainees or apprentices in their respective trade areas.

Course Duration

The complete course consists of three years part time schooling. The employer provides the trainee/apprentice with eight hours per work release for off the job training.

Course Structure

The course is studied on a competency basis; where trainees/apprentices select competencies from the National Metal and Engineering Competency Standards. Each competency deals with knowledge and practical skills that match the National Competency Standards.

Certificates in Engineering (Fabrication)

University/ETTE Code

MEM10198F	Certificate I in Engineering
MEM20198F	Certificate II in Engineering Production (Level 1)
MEM20298F	Certificate II in Engineering Production Technology (Level 2)
MEM30198F	Certificate III in Engineering Production Systems (Level 3)
MEM30398F	Certificate III in Engineering Fabrication (Light & Heavy)
MEM30598F	Certificate III in Engineering Technician—Level 3
MEM40198F	Certificate IV in Engineering
MEM50198F	Diploma in Engineering

All of the above qualifications are derived from a bank of National Competency Standard Units, and careful selection and numbers will determine the Certificate/Diploma Level and (AQF) Framework.

Structure of Training Package

The Metal and Engineering Competency Standards units are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units–competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees.

Core Units–define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry

Specialisation Units–describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

Band A–represents a range of competencies which may be used for career progression up to classification C8.

Band B–represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The units selected for the qualification must have a

combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite units involved. Note that the points for any particular unit can only be counted once in each qualification.

Summary of Training Package Qualifications

Qualification		Minimum Points Required	Industrial 'C' Level Outcome
MEM10198	Certificate I in Engineering	16	C 13
MEM20198	Cert II in Eng–Prod	32	C 12
MEM20298	Cert II in Eng–Prod Tech	64	C 11
MEM30198	Cert III in Eng–Prod Sys	96	C 10
MEM30298	Cert III in Eng–Fab Trade	96	C 10
MEM30298	Cert III in Eng–Mech Trade	96	C 10
MEM30498	Cert III in Eng–Elec/Electr Trade	96	C 10
MEM30598	Cert III in Eng–Technician	Year 12+	40
	or		
	AQFIII+ 12_C9		
MEM40198	Cert IV in Eng–Higher Engineering Trade		132
	or		
	AQFIII+ 36_C7		
MEM50198	Diploma in Engineering Year 12+804		
	or		
	AQFIII+60		5_C5
	Advanced Diploma in Engineering (proposed) To Be Finalised		6_C 3, C 2a

Listed below are the Engineering Industry Competency Standards (Fabrication).

Unit Code		Points
MEM1.1F	Undertake Interactive Workplace Communication	2
MEM1.2F	Apply Principles of OH&S in a Work Environment	2
MEM1.3F	Apply Quality Procedures	2
MEM1.4F	Plan to Undertake a Routine Task	2
MEM2.1C	Apply Quality Systems	2
MEM2.2C12	Organise & 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
MEM2.9C10	Perform Computer Operations	2
MEM2.10C5	Write Reports	2
MEM2.13C5	Perform Mathematical Computations	4
MEM3.1A	Manual Production Assembly	4
MEM3.2A	Sheet & Plate Assembly	4
MEM5.1A	Manual Soldering	4
MEM5.3A	Soft Soldering	2
MEM5.4A	Perform Routine F.G.W	2
MEM5.5A	Carry Out Mechanical Cutting	2
MEM5.6A	Perform Brazing / Silver-Soldering	2
MEM5.7A	Manual Heating, Thermal Cutting & Gouging	2
MEM5.8A	Advanced Manual Thermal Cutting, Gouging & Shaping	2
MEM5.9A	Automated Thermal Cutting	2
MEM5.10A	Undertake Fabrication, Forming, Bending & Shaping	8
MEM5.11A	Assemble Fabricated Components	8
MEM5.12A	Perform MMAW/GMAW	4
MEM5.13A	Perform Manual Production Welding	2
MEM5.14A	Monitor Quality of Production Welding/Fabrications	2
MEM5.15A	Weld Using MMAW process	6
MEM5.16A	Perform Advanced Welding Using MMAW process	8
MEM5.17A	Weld Using GMAW process	6
MEM5.18A	Perform Advanced Welding Using GMAW process	8
MEM5.19A	Weld Using GTAW process	6
MEM5.20A	Perform Advanced Welding Using GTAW process	8
MEM5.21A	Weld Using GWA process	6
MEM5.22A	Perform Advanced Welding Using FGW	8
MEM5.23A	Weld Using SAW process	6
MEM5.24A	Perform Welding Supervision	12
MEM5.25B	Perform Welding / Fabrication Inspection	12
MEM5.26B	Apply Welding Principles	4
MEM5.36A	Repair/Replace/Modify Fabrications	4
MEM5.37A	Geometric Developments	6
MEM5.38A	Advanced Geometric Development Cyl–Rectangular	2
MEM5.39A	Advanced Geometric Development–Conical	2
MEM5.40A	Advanced Geometric Development–Transitions	4
MEM5.41A	Weld Using Powder Flame Spraying	4
MEMNF65	Welding Certificate 1/1E	6
MEMNF66	Welding Certificate 2	6
MEMNF67	Welding Certificate 3/3E	6
MEMNF68	Welding Certificate 4	6
MEMNF69	Welding Certificate 5	6
MEMNF70	Welding Certificate 6	6
MEMNF71	Welding Certificate 7	6
MEMNF72	Welding Certificate 8G	6
MEMNF73	Welding Certificate 9	6
MEMNF74	Welding Certificate 8 Flux Cored	6
MEMSUPER	Welding Supervision	24
MEMSUPER	Welding Inspection	24
MEM6.3A	Carry Out Heat Treatment	6
MEM6.4A	Select Heat Treatment Process/Test Product	6
MEM6.7A	Perform Basic Incidental/Heat Quenching Tempering & Annealing	2
MEM9.1A	Draw & Interpret Sketch	2
MEM9.2A	Interpret Technical Drawing	4
MEM9.3A	Prepare Basic Engineering Drawing	8
MEM9.5A	Basic Engineering Detailed Drafting	8
MEM9.6B	Advanced Engineering Detailed Drafting	4
MEM9.7A	Advanced Mechanical Detailed Drafting	4
MEM9.8A	Advanced Structural Detailed Drafting	4
MEM9.11A	Apply Basic Engineering Design Concepts	6
MEM10.1A	Erect Structures	4
MEM10.6A	Install Machine Plant	4
MEM10.10A	Install Pipe-Work & Pipe-Work Assembles	4
MEM11.4A	Undertake Dogging /Crane Chasing	4
MEM11.11A	Manual Handling	2
MEM12.1A	Use Comparison & Basic Measuring Devices	2
MEM12.6A	Mark/Off/Out (General Engineering)	4
MEM12.7A	Mark/Off/Out Structural Fabrication & Shapes	4
MEM13.1A	Perform Emergency First Aid	1
MEM13.2A	Undertake OH&S Activities in the Workplace	2
MEM13.3A	Work Safely with Industrial Chemicals & Materials	3
MEM14.1B	Schedule Material Deliveries	8
MEM14.2B	Basic Process Planning	8
MEM14.3B	Undertake Basic Production Scheduling	8
MEM15.4A	Perform Inspection (Basic)	2
MEM15.5A	Perform Inspection Advanced	4
MEM15.10B	Perform Laboratory Procedures	8
MEM17.1A	Assist in Development & Deliver Training for W/P	2
MEM17.2A	Conduct Workplace Assessments	2
MEM18.1A	Use Hand Tools	2
MEM18.2A	Use Power Tools/Hand Held Operations	2
MEM18.3A	Use Power Tools As For Precision Work	4

Metal and Engineering Training Package [Fabrication Stream]

Objectives of Training Package

The courses leading to qualifications described below are based upon the Metal and Engineering Training Package which has been

developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

Qualification		Minimum Points Required	Industrial 'C' Level Outcome
MEM10198	Certificate I in Engineering	16	C 13
MEM20198	Cert II in Eng–Prod	32	C 12
MEM20298	Cert II in Eng–Prod Tech	64	C 11
MEM30198	Cert III in Eng–Prod Sys	96	C 10
MEM30298	Cert III in Eng–FabTrade	96	C 10

or

AQF III+12

Entry Requirements

- Certificate I in Engineering
- Certificate II in Engineering–Production
- Certificate II in Engineering–Production Technology
- Certificate III in Engineering–Fabrication Trade (Light & Heavy)
- Certificate IV in Engineering–Higher Engineering Trade

To participate in these courses a person must be employed in a production occupation, and possess Basic English language, literacy and numeracy skills.

Certificate III in Engineering–Fabrication Trade [Light & Heavy Stream)

Year 11 or 12 and current employment as an apprentice.

Structure of Training Package

The Metal and Engineering Competency Standards units are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units–competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees

Core Units–define competencies, which are common and necessary across a range of classifications in the Metal and Engineering Industry

Specialisation Units–describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

Band A–represents a range of competencies which may be used for career progression up to classification C8.

Band B–represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The units selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite units involved. Note that the points for any particular unit can only be counted once in each qualification.

Certificate I in Engineering

Course Code: MEM10198F

Course Structure

Participants must complete all foundation units plus 16 points in units drawn from Specialisation band A as listed below.

Foundation Competency Units

Unit Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Elective Units

MEM5.4A	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.6A	Perform brazing &/or silver soldering	2
MEM5.7A	Manual heating, thermal cutting & gouging	2
MEM5.21A	Weld using oxyacetylene welding process (OAW) fuel gas welding	4
MEM13.3A	Work safely with industrial chemicals & materials	2

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Engineering–Production

Course Code: MEM20198F

Course Structure

Participants must complete all Foundation units plus 2 points of band 1 Core units required for C12, plus 30 points in units drawn from Specialisation band A.

Foundation Competency Units

Unit Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Core Units Band 1

MEM2.5C11	Measure with graduated devices	2
MEM2.7C10	Perform computations–basic	2

Elective Units

MEM5.4A	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.6A	Perform brazing &/or silver soldering	2
MEM5.7A	Manual heating, thermal cutting & gouging	2
MEM5.8A	Advanced manual thermal cutting, gouging & shaping	2
MEM5.12A	Perform routine manual arc &/or gas metal arc welding	4

MEM5.13A	Perform manual production welding	2
MEM5.14A	Monitor quality of production welding/fabrications	2
MEM5.15A	Weld using manual metal arc welding process (MMAW)	6
MEM5.17A	Weld using gas metal arc welding process (GMAW)	6

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Engineering– Production Technology

Course Code: MEM20298F

Course Structure

Participants must complete all Foundation units plus 10 points of required band 1 Core units for C11, plus 54 points in units drawn from Specialisation band A as listed below.

Foundation Competency Units

Unit Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Core Units Band 1

| MEM2.1C12 | Apply Quality Systems | 2 |
| MEM2.3C11 | Operate in a Workbased Team Environment | 2 |

Elective Units

MEM5.16A	Perform advanced welding using manual metal arc welding process (MMAW)	8
MEM5.19A	Weld using gas tungsten arc welding process (GTAW)	6
MEM5.20A	Perform advanced welding using gas tungsten arc welding process (GTAW)	8
MEM5.21A	Weld using oxyacetylene welding process (OAW) fuel gas welding	4

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Engineering– Production Systems

Course Code: MEM30198F

Course Structure

Participants must complete all Foundation units plus 20 points of band 1 Core units required for C10, plus 40 points in units drawn from the 'Production' stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units)

Foundation Competency Units

Unit Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Core Units Band 1

| MEM2.4C11 | Assist in the provision of on the job training | 2 |

MEM2.6C10	Plan a complete activity	4
MEM2.8C10	Perform computations	2
MEM2.9C10	Perform computer operations	2

Elective Units

MEM5.18A	Perform advanced welding using gas metal arc welding process (GMAW)	8
MEM5.22A	Perform advanced welding using oxyacetylene welding process (OAW)	8
MEM5.23A	Weld using submerged arc welding process	6

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Engineering– Fabrication Trade [Light & Heavy]

Course Code: MEM30398

Course Structure

Participants must complete all foundation units plus 20 of band 1 Core units required for C10, plus 40 points in units drawn from the 'Electrical/Electronic' stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units)

Foundation Competency Units

Unit Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Core Band 1 Units

MEM2.1C12	Apply quality systems	2
MEM2.2C11	Organise & Analyse Information	2
MEM2.3C11	Operate in a Work Based Team Environment	2
MEM2.4C11	Assist in the Provision of On-the-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
MEM2.9C10	Perform Computer Operations	2
MEM2.13C5	Perform Mathematical Computations	4
MEM13.3A	Work safely with industrial chemicals & materials	2

Elective Units

MEM5.4A	Perform routine oxyacetylene welding (fuel gas welding)	2
MEM5.5A	Carry out mechanical cutting	2
MEM5.7A	Manual heating, thermal cutting & gouging	2
MEM5.10A	Undertake fabrication, forming, bending & shaping	8
MEM5.11A	Assemble fabricated components	8
MEM5.15A	Weld using manual metal arc welding process (MMAW)	6
MEM5.17A	Weld using gas metal arc welding process (GMAW)	6
MEM5.19A	Weld using gas tungsten arc welding process (GTAW)	6
MEM5.37A	Geometric development	6
MEM5.38A	Advanced geometric development– Cylindrical/Rectangular	2
MEM5.39A	Advanced geometric development–Conical	2
MEM5.40A	Advanced geometric development–Transition	4

Drawing, Drafting & Design

Elective Units

Unit Code		Unit Weight Points
MEM9.1A	Draw & interpret sketch	2
MEM9.2A	Interpret technical drawing	4

Materials Handling

Elective Units

MEM11.11A	Manual handling	2

Measurement

Elective Units

MEM12.7A	Mark off/out structural fabrications & shapes	4

Mechanical

Elective Units

MEM18.1A	Use hand tools	2
MEM18.2A	Use power tools/hand held operations	2

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Engineering Technology

Course Code: 20018VICF

Course Objective

The aim of each is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the awarded certificate the skills gained would allow tradespersons to operate at a higher level of competency in their preferred area of expertise.

Entry Requirements

Completion of an approved trade training program.

Course Duration

This program is approved on a part-time basis Duration various depending on the number of units undertaken each year (nominal 360 hours)

Course Structure

Participants must complete all foundation units plus 20 of band 1 Core units required for C10, plus 112 points in units drawn from the Specialisation band A units and/or band B units (including dual band A/band B units) and/or band 2 Core units (minimum 12 points from band B/band 2 Core)

or

Completion of units to meet the requirements of a Certificate III in Engineering–Fabrication Trade, plus 36 points in units drawn from Specialisation band A and/or band B units (including dual band A/band B units) and/or band 2 Core units (maximum 24 points from band A).

Foundation Competency Units

Unit Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Elective Units

MEM5.24B	Perform welding supervision	12
MEM5.25B	Perform welding/fabrication inspection	12
MEM5.26A	Apply welding principles	4
MEM9.3A	Prepare basic engineering drawing	8

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Engineering Technology [Fabrication/Welding Supervision, Inspection]

Incorporating–

Diploma of Engineering Technology [Fabrication/Welding]

Course Code: 20020VICF Advanced Diploma
Course Code: 20019VICF Diploma

Course Objective

The Advanced Diploma of Engineering Technology provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/experience OR mature age entry.

Course Duration

- Full-time: 2 years (or 1 year after completion of Diploma)
- Part time: Dependent on the number of modules undertaken each year. Diploma 800 hours/Advanced Diploma (Stages 1and 2) 1200 hours.

Course Structure

Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules.

Unit Code		Unit Weight Points
EA010	Material Science	4
EA031	Writing in plain English	2
EA040	Occupational Health & Safety	2
EA042	Quality Functions–Receiving Inspection	2
EA045	Quality Concepts	2
EA047	Quality Improvement in the Workplace	4
EA050	Computing in Engineering	4
EA061	Engineering Graphics	4
EA063	Technical Drawing Interpretation	4
EA070	Engineering Organisations	4
EA071	Planning Estimating & Costing	2
EA080	Engineering Measurement	2
EA601	Maintenance Processes	4
EA602	Maintenance Systems	4
EA603	Preventative Maintenance	2
EA604	Supervision of Materials Handing System	4
EA606	Liquid Penetrant	4
EA607	Magnetic Particle	8
EA608	Non-Destructive Testing Methods	6
EA609	Penetrant Testing	6
EA610	Radiographic Testing	1

EA611	Radiographic Testing Methods	4
EA612	Radiography & Radiation Safety	4
EA613	Ultrasonic Testing	1
EA614	Ultrasonic Testing Methods	4
EA618	Non Destructive Testing	4
EA701	Engineering Drawing (Detail)	4
EA702	Engineering (Development & Pipework)	4
EA703	Engineering Drawing (Structural)	4
EA740	Workshop Practice	4
EA804	Introduction to Strength of Materials	4
EA815	Drafting Steel Work	4
EA817	Radiographic Interpretation	2
EA818	Weld Inspection Practices	6
EA819	Weld Procedure Development	2
EA821	Weld Processes & Economics	2
EA822	Boilers & Pressure Vessel Codes	4
EA823	Welding Technology 1	4
EA853	Fabrication D–(Structural Steel)	4
EA862	Weld Testing & Inspection	4
EB022	Developing Instructional Materials	4
EB030	Advanced Quality Concepts	4
ED031	Quality Management	4
ED046	Research Project A	4
EB041	Quality-Manual Development Writing	4
EB050	Engineering Projects	8
EB070	Engineering Management	4
EB071	Project Management	4
EB076	Introduction Environment Management	6
EB078	Improving Workplace Performance	6
EB504	Material Handling System Designs 1	4
EB650	Materials for Engineering	4
EB676	Metal Joining Processes	2
EB712	Plant Layout	4
EB833	Advanced Joining Techniques	4
EB834	Welded Joint Design	4
EB836	Welding Technology 2	4
ED015	Flexible Manufacturing Systems (FMS) Designs	8
ED016	Interchangeable Manufacturing Technology	8
ED023	History & Impact of Technological Change	4

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Automotive Technology

Course Code: 21110VIC

Course Objective

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.

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

The structure of the course is as follows:

Core Units

Unit Code		Hours
AUR70125A	Follow Workplace Occupational Health & Safety procedures	20
AUR70278A	Use & maintain workplace tools & equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20
AUR01170A	Service engines & associated engine components	20
AUR02170A	Service cooling systems & associated components	10
AUR03170A	Service petrol fuel systems	15
AUR17668A	Select tyres & rims for specific applications (light)	30
AUR18676A	Test service & replace battery	15
AUR18708A	Carry out minor repairs to electrical circuits/systems	40
AUR25678A	Use & maintain measuring equipment	15
AUR37927A	Identify automotive parts/components/accessories	40
BSATEC102A	Access & retrieve computer data	15

Elective Units

Students are to select 120 hours from the following units:

University/ETTE Code		Hours
AUR23608A	Carry out welding, soldering, thermal cutting & heating procedures	40
AUR23808A	Carry out soldering techniques	40
AUR06170A	Service clutch assemblies &/or associated operating system components	10
AUR06670A	Service transmissions (manual)	10
AUR07170A	Service transmissions (automatic)	10
AUR09170A	Service hydraulic systems	20
AUR12670A	Service final drive (assemblies)	5
AUR13170A	Service final drive (driveline)	5
AUR15170A	Service steering systems	10
AUR16170A	Service suspension systems	10
AUR26864A	Remove & replace vehicle body panels, panel sections & ancillary fittings	90
AUR26965A	Remove & replace/fit protector mouldings, transfers & decals	15
AUR30349A	Prepare vehicle components for minor paint repairs	30
AUR30508A	Carry out buffing & burnishing	20
AUR31708A	Carry out vehicle detailing	80

Certificate III in Automotive–Repair, Services and Retail

Course Code: 2306AGB

Course Objective

The course aims to provide training for apprentices in the vehicle industry. Offered over 3 streams of study. Light Vehicle Mechanic, Panel Beating and Vehicle Painting.

This course will give the students:

• the knowledge and skills required in all aspects of their chosen stream;

an opportunity to select a program of study to gain competencies cross stream, or to specialise in a stream of study to meet requirements of the workplace.

The course is designed to allow for cross credits to the automotive, retail, service and repair sector.

Entry Requirements

Applicants of this course must be employed in the Vehicle Industry.

Course Duration

Minimum duration 960 hours

Course Structure

Compulsory Core Competencies

The purpose of the compulsory core competencies is to meet the identified common competencies for the Automotive Retail and Repair Sector.

Compulsory Stream Competencies

The purpose of the compulsory stream competencies is to provide students with an opportunity to develop competencies which are across the automotive industry.

Elective Competencies

The purpose of the elective competencies is to enable development of employment-related competencies in the chosen occupational area. The elective arrangement allows for selection in one trade or across trades in the automotive, retail, services and repair sector.

Compulsory Common Core

All Streams

Competency Code		Hours
AUR70125	Workplace occupational health & safety procedures	20
AUR70278	Use & maintain workplace tools & equipment	20
AUR70314	Contribute to workplace communication	20
AUR70421	Establish relations with customers	20

Light Vehicle Mechanic Stream

AUR00108	Carry out maintenance &/or component servicing operations	20
AUR01166	Repair engines & associated engine components	40
AUR01170	Service engines & associated engine components	20
AUR02166	Repair cooling systems & associated engine components	15
AUR02170	Service cooling systems & associated components	10
AUR03166	Repair petrol & fuel systems	40
AUR03170	Service petrol & fuel systems	15
AUR04671	Repair & service emission control systems	10
AUR05166	Repair exhaust systems	10
AUR06166	Repair clutch assemblies &/or associated operating system components	25
AUR06170	Service clutch assemblies &/or associated operating system components	10
AUR06666	Repair transmission (manual)	40
AUR06670	Service transmissions (manual)	10
AUR07166	Repair transmission (automatic)	50
AUR07170	Service transmission (automatic)	10
AUR10166	Repair braking systems	40
AUR10170	Service braking systems	20
AUR12666	Repair final drive assemblies	20
AUR12670	Service final drive assemblies	5
AUR13166	Repair final drive (driveline)	20
AUR13170	Service final drive (driveline)	5
AUR15166	Repair steering systems	30
AUR15170	Service steering systems	10
AUR16166	Repair suspension systems	30
AUR16170	Service suspension systems	10
AUR18676	Test, service & replace battery	15
AUR18708	Carry out minor repairs to electrical circuits/systems	40
AUR19066	Repair charging & starting systems	40
AUR21166	Repair electronic engine management systems	40
AUR21266	Repair electronic drive management systems	25
AUR21366	Repair electronic body management systems	25

AUR66108	Carry out diagnostic procedures	20

Elective Components

Includes 6 electives sourced from any endorsed Industry Training Package.

Panel Beating Stream

Competency Code		Hours
AUR18676	Test, service & repair battery	15
AUR18708	Carry out minor repairs to electrical circuits/systems	40
AUR23708	Carry out welding, thermal cutting & heating procedures	110
AUR23908	Carry out thermo plastic repair procedures	40
AUR26108	Carry out pre-repair operations	20
AUR26266	Repair body panels	100
AUR26366	Repair minor structural damage	60
AUR26367	Repair major welded panels	50
AUR26508	Carry out vehicle body & underframe alignment	50
AUR26608	Carry out vehicle measurement	50
AUR26708	Carry out major sectional repair	80
AUR26864	Remove & replace vehicle body panels, panel sections & ancillary fittings	90
AUR26965	Remove & replace/fit protector mouldings, transfers & decals	15
AUR27064	Remove & replace mechanical units/assemblies	20
AUR27164	Remove & replace electrical/electronic units/assemblies	
AUR30203	Apply rust prevention & sound deadening	20
AUR31649	Prepare vehicle/component/equipment for customers use	20
AUR65116	Determine vehicle damage & recommended repair procedure	40

Plus 3 electives to be sourced from any endorsed Industry Training Package.

Compulsory Streams Competencies

Vehicle Painting Stream

Competency Code		Hours
AUR26108	Carry out pre-repair operations	20
AUR26965	Remove & replace/fit protector mouldings, transfers & decals	15
AUR29603	Apply refinishing materials	160
AUR29608	Carry out masking procedures	20
AUR29649	Prepare substrate for refinishing	70
AUR29749	Prepare spray painting materials & equipment	80
AUR29803	Apply colour matching techniques	130
AUR29908	Carry out paint rectification & touch up work	220
AUR30003	Apply decorative designs	60
AUR30149	Prepare & paint plastic components	20
AUR30203	Apply rust prevention & sound deadening	20
AUR30349	Pre-paint repairs	30
AUR30508	Carry out buffing & burnishing	20
AUR31649	Prepare vehicle/component/equipment for customers use	20
AUR65230	Inspect paint &/or trim &/or accessories & ascertain recommended repair procedures	10

Plus 3 electives to be sourced from any endorsed Industry Training Package

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

Automotive Training Package Qualification

Certificates I–III

Course Objective

The courses leading to qualifications described below are based upon the Automotive Industry Retail, Service and Repair (RS&R) Training Package which has been developed to meet the training and skills recognition needs of the automotive industry in Australia

All qualifications in the Training Package are based on the Automotive Industry Retail, Service and Repair (RS&R) Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

Code		Hours
AUR10199	Cert I in Automotive	180
AUR20199	Cert II in Automotive Administration (Clerical)	330–530
AUR22099	Cert II in Automotive Sales (Replacement Parts & Accessories)	360–445
AUR22499	Cert II in Automotive Vehicle Body (Accessory Fitting 'Mechanical')	310–375
AUR22599	Cert II in Automotive Vehicle Body (Detailing')	310–375
AUR22699	Cert II in Automotive Vehicle Body (Dismantling)	310–375
AUR22899	Cert II in Automotive Vehicle Body (Paint/Panel Preparation)	310–375
AUR23199	Cert II in Marine (Sales)	360–397
AUR23099	Cert II in Bicycles (Services)	465
AUR23399	Cert II in Automotive Outdoor Power Equipment (Services)	378
AUR20799	Cert II in Automotive Mechanical (Air Conditioning)	280–650
AUR20899	Cert II in Automotive Mechanical (Cylinder Head Reconditioning)	280–650
AUR20999	Cert II in Automotive Mechanical (Driveline)	280–650
AUR21099	Cert II in Automotive Mechanical (Exhaust Fitting & Repair)	280–650
AUR21299	Cert II in Automotive Mechanical (Radiator Repairs)	280–650
AUR21399	Cert II in Automotive Mechanical (Steering & Suspension)	280–650
AUR21599	Cert II in Automotive Mechanical (Tyre Fitting & Repair Light)	280–650
AUR21699	Cert II in Automotive Mechanical (Underbody)	280–650
AUR21799	Cert II in Automotive Mechanical (Vehicle Servicing)	280–650
AUR21299	Cert II in Automotive Mechanical (Wheel Aligning)	280–650
AUR31699	Cert III in Automotive Vehicle Body (Panel Beating)	765–990
AUR31899	Cert III in Automotive Vehicle Body (Vehicle Painting)	765–990
AUR30299	Cert III in Automotive Mechanical (Automatic Transmission)	520–1237
AUR30399	Cert III in Automotive Mechanical (Brakes)	520–1237
AUR30699	Cert III in Automotive Mechanical (Driveline)	520–1237
AUR31099	Cert III in Automotive Mechanical (Light Vehicle)	520–1237

Entry Requirements

Certificate I–III

To qualify for admission to these qualifications, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

Course Structure

The competency standards have been packaged to provide common core units, occupational stream specific units and a choice of elective units. The qualification level reflects the level of responsibility, complexity and autonomy of the occupational position.

Within Certificates II and III, there is a variation in the number of standards that make up a certificate. This is justified on the grounds of the skills and knowledge required in each occupational group and the context of delivery to meet the needs of the occupation. The application of the standards, especially under the heading of bicycles, marine and outdoor power equipment provides the context for the qualification even though the individual competency titles may be the same.

The industry has defined more flexible models for qualifications from Certificate IV to Diploma to meet the need for a post-trade, technical, specialist qualification as well as a broadly based, technical/ administrative/sales qualification.

Core Units

Industry selected four compulsory common core units which underpin all training. The following four core units are listed for all RS&R qualifications from Certificate I to Certificate III:

Unit Code		Hours
AUR70125A	Follow Workplace Occupational Health & Safety procedures	20
AUR70278A	Use & maintain workplace tools & equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20

Stream Specific Units

Industry selected stream specific units which define skills required for the current automotive occupations from Certificate II to Certificate III.

Elective Units

Elective units form part of the qualification to provide for enterprise-specific needs, trainee interests and flexibility. Elective units may be chosen from any units contained within the endorsed automotive training package (RS&R) or any other nationally endorsed training package. Elective choice rests with the enterprise, trainee and university but would generally be allied to the needs of the enterprise, ensuring that breadth, depth and complexity maintains a degree of consistency with the qualification level

At the Certificate III qualification level, the packaging model allows for the selection of three (3) units where the number of occupational specific units is less than sixteen (16) and six elective units when the occupational specified number is sixteen (16) or more.

Certificate I in Automotive

Course Objective

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

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
AUR70125A	Follow Workplace Occupational Health & Safety procedures	20
AUR70278A	Use & maintain workplace tools & equipment	20
AUR70314A	Contribute to workplace communication	20
AUR70421A	Establish relations with customers	20

Elective Units

Three units selected the student in consultation with his/her employer, with approval of the Head of Department.

Certificate II in Automotive Administration (Clerical)

Course Objective

This course aims to provide training for persons working in the clerical administrative sector of the automotive industry.

Course Streams

The following streams are available in the Certificate II in Automotive (Administration):
• Clerical

Compulsory Stream Units

Student must complete all compulsory stream units from the Clerical stream and approved by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department.

Certificate II in Automotive Mechanical

Course Objective

This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams

The following streams are available in the Certificate II in Automotive (Mechanical):
• Air Conditioning
• Driveline
• Exhaust Fitting and Repair
• Radiator Repair
• Steering & Suspension
• Tyre Fitting & Repair Light
• Underbody
• Vehicle Servicing
Wheel Aligning

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Automotive Vehicle Body

Course Objective

This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams

The following streams are offered from the Certificate II in Automotive (Vehicle Body):
• Accessory Fitting 'Mechanical'
• Detailing
• Dismantling
• Paint/Panel Preparation
Window Tinting

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Automotive Sales

Course Objective

This course aims to provide training for persons working in the sales sectors of the automotive industry.

Course Streams

The following streams are offered from the Certificate II in Automotive (Sales):
• Replacement Parts & Accessories

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Marine

Course Objective

This course aims to provide training for persons working in the marine sectors of the automotive industry.

Course Streams

The following streams are offered from the Certificate II in Automotive (Marine):
Service

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Bicycles

Course Objective

This course aims to provide training for persons working in the bicycle service sector of the automotive industry.

Course Streams

The following stream is offered from the Certificate II in Automotive (Bicycles):
Services

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Outdoor Power Equipment

Course Objective

This course aims to provide training for persons working in the outdoor power equipment service sector of the automotive industry.

Course Streams

The following stream is offered from the Certificate II in Automotive (Outdoor Power Equipment):
Services

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Vehicle Body

Course Objective

This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams

The following streams are available in the Certificate III in Automotive (Vehicle Body):
• Panel Beating
Vehicle Painting

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Mechanical

Course Objective

This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams

The following streams are offered from the Certificate III in Automotive (Mechanical):
• Automatic Transmission
• Brakes
• Driveline
• Light Vehicle

Compulsory Stream Units

Student must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.

Elective Units

Students are required to complete three or six units, depending on compulsory stream undertaken, selected the student in consultation with his/her employer, with approval of the Head of Department from the relevant RS&R competency standards.

Certificate IV in Automotive

Course Code: AUR40199

Course Objective

This course aims to provide training for persons working in at a technical level or in the business/management area of the automotive industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:
• read, comprehend, discuss and write complex information in English; and
use and analyse complex data.

Applicants that have completed a Certificate III in Automotive or equivalent may be granted entry to enter the course with advanced standing.

Note: Those students specialising in automotive technical streams at the Certificate IV level must have previously achieved automotive technical or equivalent competency at the AQF III level.

Course Duration

The course may be offered on a full-time basis over 432-1135 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

8–16 units from the following streams.

Customer Service Stream

University/ETTE Code		Hours
AUR42621A	Promote products & services	20
AUR62721A	Establish customer requirements of a complex nature	40

Staff Development Stream

AUR59114A	Contribute to assessment of staff Competencies	30
AUR59211A	Coach staff on the job	30
AUR59350A	Conduct information sessions	25

Technical Application Stream

AUR59554A	Provide technical guidance	40
AUR66208A	Carry out diagnoses of complex system faults	80
AUR66671A	Service/repair complex systems	120

Quality Control Stream

AUR61230A	Inspect technical quality of work	40

Work Organisation Stream

AUR59647A	Coordinate work activities	35
AUR61447A	Participate in improving workplace Productivity	40

Business Operations Stream

AUR38038A	Plan & organise stock	40
AUR63337A	Maintain business image	15
AUR65722A	Estimate complex jobs	30

Selected the student in consultation with his/her employer, with approval of the Head of Department.

Elective Units

Eight units selected the student in consultation with his/her employer, with approval of the Head of Department.

Industrial Skills Training Centre

The Industrial Skills Training Centre is located at Hoppers Lane, Werribee (Melway Ref 206, J6) in a $20 million purpose-built complex with large indoor and outdoor work areas and modern classrooms.

Over eighty items of plant including trucks, cars, forklifts, cranes and earthbmoving equipment are used in the training programs. For driver training there is a 1.2 kilometre road circuit and manoeuvering 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, and transport and materials handling and storage industries

The courses train personnel in all areas of operation, safety and efficiency and to accord with relevant Government legislation and regulations requiring Certificates of Competence or special licences.

The Centre's Driver Education Unit's driver training courses range from pre-learners to heavy vehicle training and license assessment. The Unit also provides specialised courses to suit clients' specific needs. The Unit has VicRoads' quality assurance certification and is an accredited VicRoads' service provider of heavy vehicle license training and testing

The Centre is the largest provider of Victorian Workcover Authority (VWA) Certificate Assessments. Assessments are conducted to VWA guidelines using National Competency Standards and Instruments of Assessment and can be conducted on-site, or on-campus using the Centre's equipment.

The Industrial Skills Training Centre provides Assessor Training consistent with the National Competency Standards for workplace competency training, and training for the Transport and Warehousing industries. Recognition of Prior Learning (RPL) Assessments are available and a consulting service for its wide range of courses.

The Industrial Skills Training Centre offers the following services:

Flexible Training
- Delivery tailored to industry needs
- Delivered at the Centre or on-site
- Using Industry or the Centre's equipment
- Self-paced delivery options
- Basic, refresher or advanced training

Modern Equipment
- Extensive range of training equipment
- Industry relevant
- Undercover training areas

Up-to-Date Courses
- Training based on nationally endorsed competencies
- Training and assessment combined
- Skilled trainers
- Accredited Skills Assessors
- Qualified instructors with extensive industry experience
- Courses developed for clients
- Courses designed and developed for Industry needs
- Existing courses customised

Assessment services
- Qualification cards for earthmoving operators
- Workcover National Certificates of competence
- VicRoads Heavy Vehicle license Assessment
- General assessment of operators in the workplace

Consultancy services
- Training needs analysis
- Addressing problems in the workplace
- Equipment operation safety advice
- Workcover licensing advice

On-site delivery
- Training as part of a construction project
- Combination of delivery by TAFE and workplace instructors

• Recognition of workplace competencies achieved

All courses in this section are subject to change. Applicants should contact the Industrial Skills Training Centre to verify course details.

Codes

2011ADC	Course in Dangerous Goods
BCC30198	Certificate III in Civil Construction (Plant)
BCG31398	Certificate III in General Construction
TDT10197	Certificate I in Transport & Distribution (Warehousing)
TDT20197	Certificate II in Transport & Distribution (Warehousing)
TDT30197	Certificate III in Transport & Distribution (Warehousing)
TDT10297	Certificate I in Transport & Distribution (Road Transport)
TDT20297	Certificate II in Transport & Distribution (Road Transport)
TDT30297	Certificate III in Transport & Distribution (Road Transport)
TDT30998	Certificate III in Transport & Distribution (Mobile Crane Operations)
TDT40297	Certificate IV in Transport & Distribution (Mobile Crane Operations)
2311AEA	Certificate III in Road Transport (Motor Vehicle Driving Instructor)

In addition to the courses outlined in this handbook the following courses are also available:
• Order Picker
• Warehousing
• 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

Civil Construction Industry Courses
• Course in Earthmoving–Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator
• Course in Trench Shoring and Safety

Transport, Materials Handling and Distribution Industry Courses
• Courses in Forklift Operating–Ruder; Container; Pedestrian; Order Picker; Reach Truck.
• Course in Cranes–Slewing Mobile; Non Slewing Mobile; Vehicle Loading; Overhead Travelling

Driver Training
• Heavy Vehicles
• Light Rigid
• Medium Rigid
• Heavy Rigid
• Heavy Combination

Driver Education Courses
• School Learners Driving Program
• Advanced Driving
• Heavy Vehicle Training
• Driving Instructor 3 and 4
• Defensive and Advanced Care Driving
• Dangerous Goods Licence
• Driver Instructor Training

For details contact the Industrial Skills Training Centre by telephone on: (03) 9284 7600 or fax: (03) 9284 7606.

Robyn Archer
Head, Department of Industrial Skills Training Centre–TAFE

Certificate III in Civil Construction (Plant)

Course Code: BCC30198

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 able to demonstrate to the satisfaction of the Head of Department that they can:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data.

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

Course Duration

The course may be offered on a full-time basis over 948 nominal hours or part-time equivalent. This course is also available as an apprenticeship or traineeship.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
(i)		
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan & organise work	20
BCG1003A	Read & interpret plans	40
BCG1004A	Carry out measurements & calculations	20
BCG1005A	Use hand & power tools	80
BCG1006A	Use small plant & equipment	16
BCG1008A	Use simple levelling devices	8
BCG1011A	Handle construction materials & safely dispose of waste	16
(ii)		
BCC1003A	Drain/de-water site	12
BCC1009A	Carry out manual excavation	8
BCG1010A	Carry out concreting to simple forms	40
BCC1012A	Spread & compact materials manually	2
BCC1013A	Monitor machine operations	8
BCC1014A	Control construction traffic	4
BCC2003A	Assist with excavation & support installation	8
BCC2005A	Repair pavement	36
BCC2009A	Carry out concrete work	40

Elective Units

(i) 3 units from Series 1000 and/or Series 2000 elective units

(ii) 1 unit from Group A elective units

(iii) 2 units for Group B elective units.

Elective units will be selected by the student in consultation with his/her employer, with approval of the Head of Department.

Group A

Unit Code		Hours
BCC3002A	Conduct Backhoe/Loader operations	200
BCC3003A	Conduct Dozer operations	20
BCC3004A	Conduct Excavator operations	20
BCC3005A	Conduct Front End Loader operations	20
BCC3006A	Conduct Grader operations	20
BCC3007A	Conduct Scraper operations	160
BCC3008A	Conduct Skid Steer Loader operations	20
BCC3014A	Conduct Pipelayer operations	20
BCC3015A	Conduct Recycler operations	20

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 Handleroperations	80

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in General Construction

Course Code: BCG31398

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

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:
• read, comprehend, discuss and write complex information in English; and
• use and analyse complex data.

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

Course Duration

The course may be offered on a full-time basis over 680-1054 nominal hours or part-time equivalent. This course is also available as an apprenticeship or traineeship.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
(i)		
BCG1000A	Carry out interactive workplace communication	20
BCG1001A	Carry out OH&S requirements	40
BCG1002A	Plan & organise work	20
BCG1003A	Read & interpret plans	40
BCG1004A	Carry out measurements & calculations	20
BCG1005A	Use hand & power tools	80
BCG1006A	Use small plant & equipment	16
BCG1008A	Use simple levelling devices	8
BCG1011A	Handle construction materials & safely dispose of waste	16
(ii)		
BCG1007A	Erect & dismantle restricted height scaffolding	40
BCG1009A	Carry out excavation & install support	16

BCG1010A	Carry out concreting to simple forms	40
BCG2001A	Prepare surfaces	32
BCG2003A	Carry out general demolition	32
BCG2004A	Carry out levelling	16
BCG2007A	Operate elevated work platforms (EWP)	20
(iii)		
BCG2008A	Use explosive power tools (EPT)	16
BCG2009A	Carry out concrete work	40
BCG3011A	Carry out basic setting out	12
BCG3013A	Conduct forklift operations	32
BCG3041A	Undertake dogging	80
BCG3043A	Operate hoist	24

Elective Units

Three units from Series 3000 elective units selected by the student in consultation with his/her employer, with approval of the Head of Department.

Certificate I in Transport and Distribution (Warehousing)

Course Code: TDT10197

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

To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations

Course Duration

This course is offered on a full-time or part-time basis either on campus or on site. It is available as a traineeship. The duration is 195 hours.

Course Structure

To qualify for an award, students must successfully complete seven of the following eight competencies.

Competency Code		Hours
TDTD197	Shift Materials Safely	20
TDTD297	Use Manual Handling Equipment	20
TDTE397	Participate in Workplace Communication	40
TDTE597	Carry out Workplace Calculations	20
TDTF197	Follow Occupational Health & Safety Procedures	20
TDTF297	Conduct Housekeeping Activities	20
TDTF997	Conduct Cleaning Operations in EnclosedSpaces	20
TDTG197	Work Effectively with Others	40
TDTG498	Undertake Workplace Orientation	10
TDTL197	Complete Induction Procedures	25

Upon completion of 7 competencies, students will be eligible to graduate with the Certificate I in Transport & Distribution (Warehousing).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Transport and Distribution (Warehousing)

Course Code: TDT20197

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements

To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines

Course Duration

This course is offered on a full-time, part-time basis either on-campus or on-site. It is also available as a traineeship. The course duration is 270 hours

Course Structure

Students must successfully complete seven of the following 18 competencies.

Competency Code		Hours
TDTA997	Complete Import/Export Documentation	20
TDTA1297	Pick & Process Orders	20
TDTA1397	Receive Goods	20
TDTA1497	Use Product Knowledge to Complete Work Operations	20
TDTA2097	Replenish Stock	20
TDTA1197	Package Goods	20
TDTA2197	Despatch Stock	20
TDTA2297	Participate in Stocktakes	20
TDTB197	Check & Assess Occupational Capability of Equipment	40
TDTB998A	Check Conveyor Operational Status	20
TDTD397	Handle Dangerous & Hazardous Goods	20
TDTD497	Load & Unload Goods/Cargo	30
TDTD797	Prepare Cargo for Transfer with Slings	20
TDTD1097	Operate a Forklift	40
TDTD1297	Operate Specialised Load Shifting Equipment	40
TDTD2198	Use Specialised Bulk Transfer Equipment (Dry)	40
TDTD2298A	Conduct Weighbridge Operations	20
TDTF697	Apply Emergency/Accident Procedures	20
TDTI297	Apply Customer Service Skills	20
TDTJ197	Apply Quality Procedures	20
TDTJ398A	Apply Grain Protection Measures	20
TDTJ498A	Implement Grain Monitoring Measures	20
TDTK197	Use Computer Applications	40
TDTK297	Use Infotechnology Devices in the Workplace	20
TDTL898A	Complete Routine Administrative Tasks	10
TDTQ798A	Prepare & Process Financial Documents	30
TDTT198A	Capture Records into a Records Keeping System	20
TDTT498A	Maintain Control of Records	20
TDTT598A	Provide Information from & about Records	20

Upon completion of 7 competencies, students will be eligible to graduate with the Certificate II in Transport & Distribution (Warehousing).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Transport and Distribution (Warehousing)

Course Code: TDT30197

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.

Entry Requirements

Successful completion of seven (7) units aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) units aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines.

Course Duration

This course is offered on a full-time or part-time basis either on campus or on site. The duration of the course is 275 hours.

Course Structure

Students must successfully complete seven of the following competencies:

Competency Code		Hours
TDTA1097	Coordinate Goods to Bond Premises	20
TDTA1597	Complete receival/Despatch Documentation	40
TDTA1697	Use Inventory Systems to Organise Stock Control	30
TDTA1797	Product Knowledge Applied to Organise Work Operations	40
TDTA1897	Organise Despatch Operations	40
TDTA1997	Organise Receival Operations	40
TDT2497	Organise Warehouse records Operations	30
TDTA2698	Monitor Distribution Facilities	30
TDTB297	Test Equipment & Isolate Faults	20
TDTD1197	Conduct Advanced Forklift Operations	40
TDTD2398	Use Specialised Bulk Gas Transfer Equipment	40
TDTD2498	Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)	40
TDTD2798	Prepare for the Transport of Packaged Dangerous Goods	40
TDTD2898	Prepare for the Transport of Dangerous Goods in Bulk	40
TDTD3598	Operate a Boom Type Elevating Work Platform	30
TDTE297	Estimate/Calculate Mass, Area & Quantify Dimensions	15
TDTE497	Prepare Workplace Documents	20
TDTE1298	Consolidate Manifest Documentation	20
TDTF397	Implement & Monitor Occupational Health & Safety Procedures	30
TDTF497	Organise Occupational Health & Safety Procedures in the Workplace	30
TDTF897	Provide First Aid in the Workplace	25
TDTG297	Lead Work Team or Group	25
TDTJ297	Apply Quality Systems	35–40
TDTJ598	Sample, Inspect & Test Products to Specifications	20
TDTJ698	Implement Grain Protection Procedures	40
TDTL397	Conduct Induction Process	20
TDTM197	Prepare for Training (Category 1)	30
TDTM297	Deliver Training (Category 1) Shown in M1 Hours	
TDTM397	Review Training (Category 1) Shown in M1 Hours	
TDTN197	Conduct Assessment in Accordance with an Established Assessment Procedure	20–30
TDTO498	Conduct Safety & Hazard Control Procedures for Transferring Dangerous/Specialised Goods	40
TDTT298	Document a Records System	30
TDTT398	Identify & Classify Records to be Captured	40

TDTT698	Provide Records Retrieval Service	20
TDTT798	Sentence records	60
TDTT898	Undertake Movement of Records	30
TDTT1098	Destroy Records	30

Upon completion of 7 competencies, students will be eligible to graduate with the Certificate III in Transport & Distribution (Warehousing).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate I in Transport and Distribution (Road Transport)

Course Code: TDT10297

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter into the Road Transport Industry.

Entry Requirements

To qualify for admission to the course, students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration

This course is offered on a full-time or part-time basis either on campus or on site. It is available as a traineeship. The duration is 195 hours

Course Structure

The course consists of the following:

Module Code		Hours
TDTC197	Drive Vehicles	30
TDTC1398	Ride Courier/Delivery Bicycles	20
TDTD197	Shift Materials Safely	20
TDTD297	Use Manual Handling Equipment	20
TDTE397	Participate in Workplace Communication	40
TDTE597	Carry Out Workplace Calculations	20
TDTF197	Follow Occupational Health & Safety Procedures	20
TDTF297	Conduct Housekeeping Activities	20
TDTG197	Work Effectively with Others	40
TDTG498	Undertake Workplace Orientation	10
TDTL197	Complete Induction Procedures	25

Upon successful completion of all 12 competencies, students will be eligible to graduate with the Certificate I in Transport & Distribution (Road Transport).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Transport and Distribution (Road Transport)

Course Code: TDT20297

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, applicants must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines.

Course Duration

This course is offered on a Full-time, Part-time basis on campus or on site. It is also available as a traineeship. The duration of the course is 280 hours.

Course Structure

Students may select 7 of the following:

Module Code		Hours
TDTB397	Carry Out Vehicle Maintenance	30
TDTB497	Carry out Vehicle Inspection	20
TDTB797	Carry Out Maintenance of Trailers	40
TDTB897	Carry out Inspection of Trailers	30
TDTC297	Drive Light Rigid Vehicle	40
TDTC397	Drive Medium Rigid Vehicles	40
TDTC997	Drive Taxicabs	40
TDTC1298	Ride Motorcycles	20
TDTD397	Handle Dangerous & Hazardous Goods	20
TDTD497	Load & Unload Goods	30
TDTD1097	Operate a Forklift	40
TDTD1397	Move Materials Mechanically	40
TDTD1697	Load & Unload Dangerous Goods	30
TDTD1897	Handle Furniture & Effects	30
TDTD1997	Pack & Unpack Cartons for Removal	20
TDTD2198	Use Specialised Bulk transfer Equipment (Dry)	40
TDTD2998	Prepare Articles for Delivery	10
TDTE797	Use Vehicle Communication System	20
TDTE897	Process Workplace Documentation	20
TDTE1198	Use Electronic Communication Equipment	30
TDTE1498	Compile & Process Export Documentation	20
TDTF1097	Apply Fatigue Management Strategies	30
TDTF1197	Care for Environment	20
TDTF1297	Apply Safe Handling Strategies when Handling Explosives or Dangerous Goods	30
TDTH197	Interpret Road Maps & Navigate Routes	20
TDTH398	Prioritise Courier/Delivery Operations	30
TDTI297	Apply Customer Service Skills	20
TDTI698	Provide Freight Forwarding Services to Customers	30
TDTJ197	Apply Quality Procedures	40
TDTK197	Use Computer Applications	40
TDTK297	Use Infotechnology Device in the Workplace	20
TDTK397	Apply Keyboard Skills	20
TDTK798	Perform Electronic Data Interchange (EDI) to Transmit Shipping Documentation	10
TDTL898	Complete Routine Administrative tasks	10
TDTO398	Undertake Loading & Unloading in a Designated Secured Environment	TBA
TDTO1198	Provide Revenue Protection Measures	10
TDTO1398	Administer Security of Assets & Facilities	20
TDTQ197	Conduct Financial Transactions	20
TDTQ798A	Prepare & Process Financial Documents	30
TDTQ998	Conduct Courier Delivery Cash Transactions	10

Upon completion of 7 competencies, students will be eligible to graduate with the Certificate II in Transport & Distribution (Road Transport).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Transport and Distribution (Road Transport)

Course Code: TDT30297

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry

Entry Requirements

To qualify for admission, applicants must have successful completion of seven (7) units aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) units aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines.

Course Duration

This course is offered on a full-time or part-time basis either on campus or on site. The duration of the course is 280 hours

Course Structure

Students must successfully complete seven of the following competencies:

Competency Code		Hours
TDTB597	Carry out Maintenance of Vehicles Designed to Carry Special Loads	30
TDTB697	Carry out Inspection of Vehicles Designed to Carry Special Loads	30
TDTB1198	Set Up & Rig Crane for Lift	30
TDTB1298	Plan Job & Set Up Work Area	40
TDTB1398	Maintain Mobile Cranes	40
TDTB1498	Load & Unload Wheeled or Tracked Crane	20
TDTB1598	Undertake Site Inspection	20
TDTB1698	De-rig, pack & Store Tools & Equipment	10
TDTB1798	Assemble/Dismantle Boom or Jib	80
TDTC497	Drive Heavy Rigid Vehicles	40
TDTC597	Drive Heavy Combination Vehicles	40
TDTC797	Operate Vehicle Carrying Special Loads	40
TDTC897	Drive Coach/Buses	40
TDTC1097	Pilot or Escort Oversize &/or Mass Loads	20
TDTC1197	Transport Passengers with Disabilities	40
TDTD197	Shift Materials Safely	
TDTD1197	Conduct Advanced Forklift Operations	40
TDTD1497	Load & Unload Vehicles Carrying Special Loads	20
TDTD1597	Identify & Classify Explosives & Dangerous Goods	20
TDTD1797	Load & Unload Explosives	30
TDTD2097	Care for Livestock in Transit	20
TDTD2398	Use Specialised Bulk Gas Transfer Equipment	40
TDTD2498	Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Pressurised)	40
TDTD2798	Prepare for the Transport of Packaged Dangerous Goods	40
TDTD2898	Prepare for the Transport of Dangerous Goods in Bulk	40
TDTD3198	Rig Load	40
TDTD3398	Operate a Vehicle Self Loading Crane	40
TDTD3498	Operate a Mobile Crane on a Demolition Site	60
TDTD3598	Operate a Boom Type Elevating Work Platform	30
TDTD3698	Lift & Move Load using Mobile Crane up to & including 20 Tonne	40
TDTD4098	Control Lift & Movement of Crane	20
TDTD4198	Undertake Cash in Transit Loading & Unloading in an Unsecured Environment	30
TDTE997	Use Pilot & Escort Communication	20

TDTE1097	Estimate Furniture Removals Jobs	30
TDTE1298	Consolidate Manifest Documentation	20
TDTE1598	Undertake Rigger/Dogger & Driver Communications	20
TDTE1698	Estimate/Calculate Load Shifting Requirements	20
TDTF397	Implement & Monitor Occupational Health & Safety Procedures	30
TDTF897	Provide First Aid in the Workplace	25
TDTF1397	Manage Breakdowns & Emergencies	30
TDTG297	Lead Work Team or Group	25
TDTH297	Plan & Navigate Routes	20
TDTI397	Provide Customer Service in Passenger Vehicles	20
TDTI497	Manage Camping Procedures for Coaches & Buses	40
TDTI998	Provide on Board Services to Customers	20
TDTJ297	Apply Quality Systems	35-40
TDTJ598	Sample, Inspect & Test Products to Specifications	20
TDTL397	Conduct Induction Process	20
TDTM197	Prepare for Training (Category 1)	30
TDTM297	Deliver Training (Category 1) Shown in M1 Hours	
TDTM397	Review Training (Category 1) Shown in M1 Hours	
TDTN197	Conduct Assessment in Accordance with an Established Assessment Procedure	20
TDTO498	Conduct Safety & Hazard Control Procedures for Transferring Dangerous/Specialised Goods	40
TDTO798	Undertake Emergency Response Action	20
TDTO898	Implement Cash in Transit Security Equipment	40
TDTO998	Test & Inspect Cash in Transit Security Incidents	30
TDTO1098	Respond to Cash in Transit Security Incidents	60
TDTO1298	Manage Disruptive &/or Unlawful Behaviour	20
TDTQ397	Maintain Financial records in a Small Business	40
TDTQ498	Organise Freight Invoicing & Payment	30

Upon completion of 7 competencies, students will be eligible to graduate with the Certificate III in Transport & Distribution (Road Transport).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Transport and Distribution (Mobile Crane Operations)

Course Code: TDT30998

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

Entry Requirements

To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration

This course is offered on a full-time or part-time basis either on campus or on site.

Course Structure

To qualify for an award, students must successfully complete 21 Units selected from the following.

Unit Code		Hours
TDTD197	Shift Materials Safely	20
TDTB197	Check & Assess Operational Capability of Equipment	40
TDTB1198	Set Up & Rig Crane for Lift	30
TDTB1298	Plan Job & Set Up Work Area	40

TDTB1398	Maintain Mobiles Cranes	40
TDTB1498	Load & Unload Wheeled or Tracked Crane	20
TDTB1598	Undertake Site Inspection	20
TDTB1698	De-rig, Pack & Store Tools & Equipment	10
TDTB1798	Assemble/Dismantle Boom or Jib	80
TDTC497	Drive Heavy Rigid Vehicles	40
TDTC597	Drive Heavy Combination Vehicles	40
TDTC1097	Pilot or Escort Oversize &/or Mass Loads	20
TDTD197	Shift Materials Safely	20
TDTD1097	Operate a Forklift	40
TDTD1397	Move Materials Mechanically	TBA
TDTD3198	Rig Load	40
TDTD3398	Operate a Vehicle Self Loading Crane	40
TDTD3498	Operate a Mobile Crane on a Demolition Site	60
TDTD3598	Operate a Boom Type Elevating Work Platform	30
TDTD3698	Lift & Move Load Using Mobile Crane up to & Including 20 Tonne	40
TDTD4098	Control Lift & Movement of Load	20
TDTE897	Process Workplace Documentation	20
TDTE997	Use Pilot & Escort Communication	20
TDTE1598	Undertake Rigger/Dogger & Driver Communications	20
TDTE1698	Estimate/Calculate Load Shifting Requirements	20
TDTF197	Follow Occupational Health & Safety Procedures	20
TDTF297	Conduct Housekeeping Activities	20
TDTF697	Apply Emergency–Accident Procedures	20
TDTF897	Provide First-Aid in the Workplace	25
TDTG197	Work Effectively with Others	40
TDTI297	Apply Customer Service Skills	40
TDTJ197	Apply Quality Procedures	20–40
TDTK297	Use Infotechnology Devices in the Workplace	20
TDTL197	Complete Induction Procedures	25

Upon completion of 21 modules, students will be eligible to graduate with the Certificate III in Transport & Distribution (Mobile Cranes).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Transport and Distribution (Mobile Crane Operations)

Course Code: TDT40998

Course Objective

This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile crane operations.

Entry Requirements

To qualify for admission to this course students must have completed the Certificate III in Transport & Distribution (Mobile Cranes), or its equivalent.

Course Duration

This course maybe offered on a full-time for 6 months or part-time equivalent either on campus or on site.

Course Structure

To qualify for an award, students must successfully complete six of the following competencies:

Competency Code		Hours
TDTA997	Complete Import/Export Documentation	20
TDTD3098	Supervise Mobile Crane Operations	40
TDTD3298	Plan & Conduct Specialised Lift	40
TDTF797	Implement Emergency–Accident Procedures	

TDTI197	Manage Quality Customer Service	30
TDTJ297	Apply Quality Systems	35–40
TDTL397	Conduct Induction Process	20
TDTM197	Prepare for Training (Category 1)	30
TDTM297	Deliver Training (Category 1) Shown in M1 Hours	
TDTM397	Review Training (Category 1) Shown in M1 Hours	
TDTN197	Conduct Assessment in Accordance with an Established Assessment Procedure	20–30
TDTN297	Extension Unit Plan & Review Assessment	15
TDTN397	Develop Assessment Tools	TBA
TDTP1098	Assess Job Requirements & provide Quotation	30
TDTQ798A	Prepare & Process Financial Documents	30
TDTT198A	Capture Records into a Records Keeping System	20
TDTT498A	Maintain Control of Records	20
TDTT598A	Provide Information from & about Records	20

Upon successful completion of 6 competencies, students will be eligible to graduate with the Certificate IV in Transport & Distribution (Mobile Cranes).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Road Transport (Motor Vehicle Driving Instructor)

Course Code: 2311AEA

Course Objective

This course aims are:
- to provide a program of structured competency based training for the motor vehicle driving instruction industry,
- to prepare people entering or already employed in the industry to meet the requirements of the national competency standards for instructors,
- to meet the requirements of the state and territory regulatory bodies for the motor vehicle driving instruction industry,
- to provide a system for formally recognising the skills and knowledge of new entrants to the industry, and those already in the industry, through the recognition of prior learning,
- to improve the quality of service provided by motor vehicle driving instructors to their clients, and
- to raise the level of professionalism of the motor vehicle driving instruction industry throughout Australia.

This State accredited course provides appropriate training for persons to apply for a Driving Instructor licence, where they are issued by State and Territory regulatory bodies.

Entry Requirements

To qualify for admission to the Car Stream of this course students must have a current full driver's licence with a minimum of four years car driving experience.

For admission to the Heavy Vehicle Stream students must have successfully completed the Car Stream course and hold a current full drivers licence, endorsed with the appropriate category of heavy vehicle, with a minimum of two years driving experience in that category

Course Duration

165 hours part time or full time.

Course Structure

This course consists of two streams:
- Car Stream
- Heavy Vehicle Stream

The Car Stream is a prerequisite to the Heavy Vehicle Stream.

Car Stream

Module Code		Hours
NRT206	Road Law Understanding	15
NRT210	Safe & Efficient Car Driving	30
NRT380	The Driving Instruction Industry	6
NRT381	The Learner Driver	12
NRT382	Motor Vehicle Instruction Method	30
NTR383	Training Vehicle Presentation & Maintenance	3
NRT384	Communication Skills for Driving Instructors	12
NRT385	Planning Driver Training Programs	12
NRT386	Delivering 1:1 Driver Training	12
NRT387	Delivering Group Driver Training	12
NRT388	Assessing Learner Drivers	18
NRT389	Evaluating & Reporting Driver Training	3

Heavy Vehicle Stream

NRT206	Road Law Understanding	15
NRT211	Safe & Efficient Heavy Vehicle Driving	30
NRT380	The Driving Instruction Industry	6
NRT381	The Learner Driver	12
NRT382	Motor Vehicle Instruction Method#	30
NRT383	Training Vehicle Presentation & Maintenance#	3
NRT384	Communication Skills for Driving Instructors	12
NRT385	Planning Driver Training Programs	12
NRT386	Delivering One to One Driver Training	12
NRT387	Delivering Group Driver Training	12
NRT388	Assessing Learner Drivers	18
NRT389	Evaluating & Reporting Driver Training	3

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Course in Dangerous Goods

Course Code: 2011ADC

Course Objective

This course aims to provide training in:
- Identification and handling of dangerous goods.
- Use of relevant documentation for dangerous goods handling.
- Identification and use of safety equipment.
- Requirements for road and rail transportation of dangerous goods.
- Correct packaging of dangerous goods.

This course provide appropriate training for persons to apply for a Transport of dangerous goods (Bulk) licence from the Victorian Workcover Authority.

Entry Requirements

To qualify for admission to this course students must have a current drivers licence.

Course Duration

This course is offered on a full-time basis. The duration of the course for dangerous goods (Bulk) drivers is 16 hours.

Course Structure

Core Modules

Module Code		Hours
2011ADC-1	Handling of Dangerous Goods	4
2011ADC-2	Safety Precautions	4
2011ADC-3	Road Transport Requirements	4
2011ADC-4	Transport Bulk Dangerous Goods	1.5
2011ADC-5	Transfer requirements for Bulk Dangerous Goods	5

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Department of Mechanical Manufacturing and Civil Engineering

The Department of Mechanical Manufacturing and Civil Engineering–TAFE conducts a wide range of courses that provide vocational education for a variety of Mechanical Manufacturing and Civil Engineering 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

11409VIC	Certificate I in Engineering Technology
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
MEM30598	Certificate III in Engineering–Technician
20018VIC	Certificate IV in Engineering Technology
MEM40198	Certificate IV in Engineering–Higher Engineering Trade
20020VIC	Advanced Diploma of Engineering Technology (Mechanical, Manufacturing, Civil & Mechatronics Stream)
20019VIC	Diploma of Engineering Technology (Mechanical, Manufacturing Civil, & Mechatronics Stream)
14309VIC	Advanced Diploma of Engineering Technology [Principal Technical Officer] (Mechanical, Manufacturing, Civil & Mechatronics Stream)

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

Dennis Batiste
Head, Department of Mechanical Manufacturing and Civil Engineering–TAFE

Certificate I in Engineering Technology

Course Code 11409VIC

Course Objective

The main aim of the Certificate I in Engineering Technology is designed to assist a person to develop competencies in Australian Qualifications Framework Level 1. The Learning outcomes provide a broad range of foundation studies preparing the student for employment and/or leading to further pathways, for example a Traineeship, Apprenticeship or Production Training Program.

The course is designed as a broad-based skilling program with the emphasis in preparing the student for a career in engineering, further study and the work environment.

Entry Requirements

The Certificate I in Engineering Technology is designed for participants with a minimum educational background of Year 9 and targeted for Year 10 to Year 12 male and female students. There are no barriers to entry in relation to age, gender, physical ability, social or educational background.

The Certificate I in Engineering Technology is not intended to be used for people currently employed in the metal and engineering industry.

Course Duration

The Certificate I in Engineering Technology is a one year, full-time course that involves 400 nominal hours of provider-based training, consisting of 10 equivalent modules of 40 hours.

Course Structure

The Certificate I in Engineering Technology comprises 280 nominal hours of course modules plus 120 hours of elective modules and 10 days of work placement.

Compulsory Core Modules (equivalent to 7 full modules)

Module Code		Hours
EPC173	Functional Mathematics	20
NBB01	Communications & Industrial Relations	40
NBB02	Occupational Health & Safety	20
NBB05	Quality Concepts	20
NBB06	Machining	40
NBB07	Hand & Power Tools	40
NBB09	Welding & Thermal Cutting	40
NBB12	Engineering Drawing Interpretation	40
NBB14	Introduction to Electricity & Electronics	20

Elective Modules (equivalent to 3 full 40 hour modules)

Select a minimum of 3 equivalent full 40 hour modules from the following.

Module Code		Hours
EPC001	Production Technology/Systems 1	40
EPC005	Production Training 1	40
EPC071	Equipment Maintenance	20
EPC072	Equipment Operations	40
EPC075	Machine Monitoring	20
EPC085	Work Environment & Group Processes	40
EPC087	Measurement–Introduction	40
EPC118	Total Quality Management	40
EPC135	Statistical Process Control–Introduction	40
EPC174	Inventory Procedures	20
EPC185	Blaster Coaster–Surface Preparation 1	40
EPC186	Blaster Coaster–Surface Coatings	40
EPC189	First Aid	20
EPC190	Soldering	40
EPC191	Elective Components & Devices	40
EPC194	Component Testing	40
NBB000	Introduction to Work Planning	40
NBB003	Materials Handling	20
NBB004	Computing in Engineering	40
NBB008	Electrical Fundamentals	40
NBB010	Fabrication Techniques	40
NBB011	Mechanical Components	40
NBB013	Engineering Science	40
NBB015	Electrical Principles & Safety	40
NE01	DC Principles	40
NE03	AC Principles	40
NE14	Cords, Cables & Applications	40
NE20	Test Equipment	20
NE23	Non-Domestic Installations 1	20
NE31	Electrical Drawing Interpretation & Connection	40
NE125	Electrical Installation–Cable & Protection	40
NE160	Electrical Principles	20
NE184	Electronic Hand-Soldering Technology	40
NF01	Manual Arc Welding 1	40
NF03	AC Principles	40
NF04	Oxy-Acetylene Welding 1	20
NF13	Thermal Cutting & Associated Processes	20
NF15	Material Science	20

Module Code		Hours
NF19	Fabrication Techniques 2	40
NF21	Computer Applications	40
NM01	Milling 1	40
NM05	Engineering Calculations	40
NM07	Principles of Machining	20
NM08	Engineering Materials	40
NM15	Fitting Techniques 1	40
NM16	Drills & Drilling Machines	40
NM19	Tool Sharpening Off-Hand	20
NM25	Turning 1–Parallel Turning	40
NM30	Fluid Power	40
NR01	Refrigeration Fundamentals	40
NR02	Refrigeration Procedures	40
NR03	Refrigerants	20
NR04	Refrigeration System Components	20
NR05	Fundamentals of Air Conditioning	20

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Engineering (Certificate I–III) [New Apprenticeships]

Course Objective

The courses leading to qualifications described below are based upon the Metal and Engineering Training Package which has been developed by the Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd. (MERS ITAB) to meet the training and skills recognition needs of the manufacturing and engineering industry in Australia

All qualifications in the Training Package are based on the National Metal and Engineering Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

Qualification	Title	Minimum Points Required	Industrial 'C' Level Outcome
MEM10198	Certificate I in Engineering	16	C 13
MEM20198	Cert II in Eng–Prod	32	C 12
MEM20298	Cert II in Eng–Prod Tech	64	C 11
MEM30198	Cert III in Eng–Prod Sys	96	C 10
MEM30298	Cert III in Eng–Mech Trade	96	C 10
MEM30598	Cert III in Eng–Technician	Yr12+40	C 9

or

AQF III+12

Entry Requirements

- Certificate I in Engineering
- Certificate II in Engineering–Production or Production Technology
- Certificate III in Engineering–Production Systems
- Certificate III in Engineering–Technician
- Either Certificate III in Engineering–Production Systems or Year 12
- Certificate III in Engineering–Mechanical Trade
- Year 11 or 12 and current employment as an apprentice.

To participate in these courses a person must be employed in a production occupation, and possess Basic English language, literacy and numeracy skills.

Course Structure

The Metal and Engineering Competency Standards units are divided into three (3) categories, which are used to describe the necessary components of a particular skill profile for jobs within the industry.

The three categories are:

Foundation Units – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary pre-requisites to higher level units and will form part of the skills profile of all employees

Core Units – competencies which are common and necessary across a range of classifications in the Metal and Engineering Industry

Specialisation Units describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into 'bands', with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and band B units.

Band A–represents a range of competencies which may be used for career progression up to classification C8.

Band B–represents a range of competencies, which may be used for career progression between classifications C10 to C5, and must be used above C8.

Each unit of competency has an allocated weight shown as 'unit weight points'. Each qualification includes an identified number of points. The units selected for the qualification must have a combined points value no less than the points value specified for the qualification. The combined points total also includes the points for any pre-requisite units involved. Note that the points for any particular unit can only be counted once in each qualification.

Foundation and Core Competencies

Unit Code		Unit Weight Points
MEM1.1F	Undertake interactive workplace communication	0
MEM1.2F	Apply principles of occupational health & safety in a work environment	0
MEM1.3F	Apply quality procedures	0
MEM1.4F	Plan to undertake a routine task	0

Note that Foundation units do not carry unit weight points

Competency Units–Band 1

At Certificate II in Engineering–Production (C12), the Foundation units and the C12 Core unit is needed.

MEM2.1C12	Apply quality systems	2
	Total Core Points at C12 =	2

At Certificate II in Engineering–Production Technology (C11), the Foundation units, C12 Core unit and C11 Core units are required.

The C11 Core Units are:

MEM2.2C11	Organise & Analyse Information	2
MEM2.3C11	Operate in a Work Based Team Environment	2
MEM2.4C11	Assist in the Provision of On-the-Job Training	2
MEM2.5C11	Measure with Graduated Devices	2
	Add C12 Core Points	2
	Total Core Points at C11 =	10

At Certificate III in Engineering–Trade/Production(C10), the Foundation units, C12 Core unit, C11 Core units and C10 Core units are required.

The C10 Core Units are:

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 & C11 Core Points	10
	Total Core Points at C10 =	20

Core Competency Units–Band 2

Total of 16 points to be gained by C5 (see notes attached to qualifications above 96 points)

MEM2.10C5	Write Reports	2
MEM2.11C5	Research & Prepare Presentations & Reports	2
MEM2.13C5	Perform Mathematical Computations	4
MEM2.14C5	Use Graphical Techniques & Perform Simple Statistical Computations	2
MEM2.15C5	Operate in an Autonomous Team Environment	2
MEM2.16C5	Interpret Quality Specifications & Manuals	4
	Total Core Points in Band 2 =	16

Note that C12, C11, C10 and C5 refer to industrial classifications

For a complete list of the available Competency Standards refer to the Metal and Engineering Industry National Competency Standards–available through the teaching Department.

Competency standards units for Certificate III 'Production' and 'Trade' Qualifications listed by stream.

Units of at least 40 points value must be drawn from specified fields and/or units to obtain the particular stream outcome. Any combination may be selected from within a specified stream provided pre-requisite requirements are met.

Units are available from the following fields of specialisation:
- Communication
- Occupational Health & Safety
- Planning
- Training
- Measurement
- Quality
- Maintenance & Diagnostics
- Casting & Moulding
- Forging
- Machine & Process Operations
- Fabrication
- Surface Finishing
- Assembly
- Installation & Commissioning

Examples of Training Package Programs

Appropriate for a person working in Fitting and machining.

MEM30298	Certificate III in Engineering– Mechanical Trade Stream

Foundation Units

Unit Code		Points
MEM1.1F	Undertake Interactive Workplace Communication	0
MEM1.2F	Apply Principles OH&S in a Work Environment	0
MEM1.3F	Apply Quality Procedures	0
MEM1.4F	Plan to Undertake a Routine Task	0

Core Units

MEM2.1C12	Apply Quality Systems	2
MEM2.2C11	Organise & Analyse Information	2
MEM2.3C11	Operate in a Work Based Team Environment	2
MEM2.4C11	Assist in the Provision of On-the-Job Training	2
MEM2.5C11	Measure with Graduated Devices	2
MEM2.6C10	Plan a Complete Activity	4
MEM2.7C10	Perform Computations–Basic	2

MEM2.8C10	Perform Computations	2
	Pre-requisites–2.7C10	
MEM2.9C10	Perform Computer Operations	2
MEM2.13C5	Perform Mathematical Computations	4
	Pre-requisites–2.7C10, 2.8C10	

Elective Units

MEM2.1C12	Apply Quality Systems	2
MEM5.12A	Perform Routine M.A. &/or G.M.A.W.	4
MEM6.7A	Perform Basic Heat/Quench, Temp & Anneal	2
MEM7.1A	Operational Maintenance machines/equipment	
MEM7.2A	Perform Shaping/Planning/Slotting Operation	4
	Pre-requisites–7.5A, 9.2A, 18.1A	
MEM7.5A	Perform General Machining	8
	Pre-requisites–2.5C11, 9.2A, 18.1A	
MEM7.6A	Perform Lathe Operations	4
	Pre-requisites–7.5A, 9.2A, 18.1A	
MEM7.7A	Perform Milling Operations	4
	Pre-requisites–7.5A, 9.2A, 18.1A	
MEM7.8A	Perform Grinding Operations	4
	Pre-requisites–7.5A, 9.2A, 18.1A	
MEM7.9A	Perform Precision Jig Boring Operations	4
	Pre-requisites–9.2A, 12.3A, 7.5A, 7.7A, 18.1A	
MEM7.10A	Perform Tool & Cutter Grinding Operations	4
	Pre-requisites–9.2A, 12.3A, 7.5A, 7. 8A, 18.1A	
MEM7.11A	Complex Milling Operations	4
	Pre-requisites–2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A	
MEM7.12A	Complex Grinding Operations	4
	Pre-requisites–7.5A, 7.8A, 9.2A, 12.3A, 18.1A	
MEM7.21A	Complex Lathe Operations	4
	Pre-requisites–2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A,	
MEM9.1A	Draw & Interpret Sketch	2
MEM9.2A	Interpret Technical Drawing	4
MEM12.3A	Precision Mechanical Measurement	2
MEM12.6A	Mark Out/Off (General Engineering)	4
	Pre-requisites–9.2A	
MEM16.1A	Formal Presentations/Take Part in Meetings	2
MEM18.1A	Use Hand Tools	2
MEM18.2A	Use Power Tools/Handheld operations	2
MEM18.3A	Use Tools for Precision Work	4
	Pre-requisites–18.2A	
	Total Points	97

Appropriate for a person working in Fitting and machining.

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

Foundation Units

Unit Code

		Points
MEM1.1F	Undertake Interactive Workplace Communication	0
MEM1.2F	Apply Principles OH&S in a Work Environment	0
MEM1.3F	Apply Quality Procedures	0
MEM1.4F	Plan to Undertake a Routine Task	0

Core Units

MEM2.1C12	Apply Quality Systems	2
MEM2.2C11	Organise & Analyse Information	2
MEM2.3C11	Operate in a Work Based Team Environment	2
MEM2.4C11	Assist in the Provision of On-the-Job Training	2
MEM2.5C11	Measure with Graduated Devices	2
MEM2.6C10	Plan a Complete Activity	4
MEM2.7C10	Perform Computations–Basic	2
MEM2.8C10	Perform Computations	2
	Pre-requisites–2.7C10	
MEM2.9C10	Perform Computer Operations	2
MEM2.13C5	Perform Mathematical Computations	4
	Pre-requisites–2.7C10, 2.8C10	

Elective Units

MEM5.12A	Perform Routine M.A. &/or G.M.A.W.	4
MEM7.5A	Perform General Machining	8
	Pre-requisites–2.5C11, 9.2A, 18.1A	
MEM7.6A	Perform Lathe Operations	4
	Pre-requisites–7.5A, 9.2A, 18.1A	
MEM7.7A	Perform Milling Operations	4
	Pre-requisites–7.5A, 9.2A, 18.1A	
MEM7.8A	Perform Grinding Operations	4
	Pre-requisites–7.5A, 9.2A, 18.1A	
MEM9.1A	Draw & Interpret Sketch	2
MEM9.2A	Interpret Technical Drawing	4
MEM12.3A	Precision Mechanical Measurement	2
MEM12.6A	Mark Out/Off (General Engineering)	4
	Pre-requisites–9.2A	
MEM18.1A	Use Hand Tools	2
MEM18.2A	Use Power Tools/Handheld Operations	2
MEM18.3A	Use Tools for Precision Work	4
	Pre-requisites–18.2A	
MEM18.5A	Bearings-fault Diagnose, Installation & Removal	4
	Pre-requisites–2.5C11, 9.1A, 9.2A 18.1A, 18.2A, 18.3A, 18.55A	
MEM18.6A	Dismantle, Replace, Assemble & Fit Engineering Components	6
	Pre-requisites–2.5C11, 9.1A, 9.2A 18.1A, 18.2A, 18.3A, 18.55A	
MEM18.18A	Maintain Pneumatic Systems	4
	Pre-requisites–9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A,	
MEM18.19A	Maintain & Repair Pneumatic Systems	4
	Pre-requisites–9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.55A, 18.18A	
MEM18.20A	Maintain Hydraulic Systems	4
	Pre-requisites–9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A,	
MEM18.21A	Maintain & Repair Hydraulic Systems	4
	Pre-requisites–9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.20A	
MEM18.55A	Dismantle, Replace & Assemble Engineering Components	3
	Pre-requisites 2.5C11, 9.1A, 18.1A, 18.2A	
	Total Points	97

Certificate IV in Engineering Technology

Course Code: 20018VIC

Course Objective

The aim of this course is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the awarded certificate. The skills gained would allow tradespersons to operate at a higher level of competency in their preferred area of expertise.

Entry Requirements

Completion of an approved trade training program.

Course Duration

Dependent upon number of modules undertaken each year.

Total of nine (9) modules. (nominal 360 hours)

Part time

Course Structure

The course in consists of 3 levels each comprising of 3 modules. Level One and Level Two each require 3 modules from the trade bank of National Metals, Level three requires that 3 higher level modules be selected. Modules are selected in accordance with the National Metals and Engineering Board and the Federal Metal Industry Award. Each level of training will allow the progression from C10 to C7 under the national Metals Award at the discretion of the employer.

Note: Prerequisites must be completed. Students should consult the Department regarding availability of listed modules.

Fluid Power Stream

Module Code		Hours
EB714	Electro Fluid Power Control 2*	
EB755	Fluid Power System Project	
NBB08	Electrical Fundamentals	40
NBB09	Hand & Power Tools	
NBB13	Engineering Science	
NM30	Fluid Power	40
NM31	Pneumatics 1	40
NM32	Hydraulics 1	40
NM33	Fluid Power Control 1*	40
NM34	Air Compression & Distribution	40
NM57	Hydraulics 2	40
NM58	Hydraulics 3*	40
NM59	Hydraulics 4*	40
NM60	Pneumatics 2	40
NM61	Pneumatics 3*	40
NM62	Pneumatics 4*	40
NM63	Fluid Power Control 2*	40

Industrial Maintenance Stream

Module Code		Hours
EA711	Mechanical Drive Components	
EA760	Lubrication	
EA762	Mechanical Equipment	
EA763	Vibration Monitoring Condition	
NBB11	Mechanical components	
NM15	Fitting Techniques 1	40
NM22	Mechanical Repair & Installation	40
NM23	Plant Condition Monitoring*	40
NM28	Fitting Techniques 2	40
NM29	Mechanical Power Transmission	40
NM39	Engines 1	40
NM42	Water Pumping	40
NM43	Pumps Applications & Maintenance	40

Toolmaking Stream

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

Numerical Control Stream

Module Code		Hours
NM09	Computer Numerical Control Machining	40
NM10	Computer Numerical Control Turning 1	40
NM11	Computer Numerical Control Turning 2	40
NM12	Computer Numerical Control Milling 1	40
NM13	Computer Numerical Control Milling 2	40
NM81	CAM 1–Concepts*	40
NM82	CAM 2–2D Programming*	40
NM91	CAM 3–2D CNC Mill Operations*	40
NM92	CAM 4–CNC Lathe Operations*	40

*Dual status EA module, recognised as EA Level.

Note: Modules offered may vary from semester to semester. Students should consult the Department regarding availability of the above listed modules.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Engineering– Higher Engineering Trade

Course Code: MEM40198

Course Objective

The aim of this course is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the awarded certificate. The skills gained would allow tradespersons to operate at a higher level of competency in their preferred area of expertise.

Entry Requirements

Completion of Certificate III in Engineering–Mechanical Trade.

Course Duration

Dependent upon number of competencies undertaken each year. Nominal 360 hours, part-time.

Course Structure

36 points in units drawn from Specialisation Band A and/or Band B units (including dual Band A/ Band B units) and/or Band 2 core units (maximum 24 points from Band A) taken from Metals & Engineering Training Package.

Advanced Diploma of Engineering Technology [Civil]

Incorporating–

Diploma of Engineering Technology [Civil]

Course Code: 20020VIC-C Advanced Diploma
Course Code: 20019VIC-C Diploma

Course Objective

This course is designed to be job orientated while still providing soundly based theoretical knowledge to equip students to work in an area of rapidly changing technology. Flexible structuring of this course caters for the needs and the interests of students and employers. Entrance requirements are also flexible and qualifications and experience gained in industry are taken into consideration.

The Advanced Diploma of Engineering (Civil) is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant. Design Draftsperson and similar classifications in Government Departments, semi government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

Entry Requirements

Satisfactory completion of year 12 of equivalent, including Units 3 and 4 of Mathematical Methods or Specialists Mathematics OR

experience and maturity deemed necessary to succeed in the course.

Course Duration

Total course hours: 1200. The course is designed to be completed in 2 years of full-time study or approximately 5 years of part time study.

Modules are selected according to structural or municipal stream selection requirements. The course provides the student with the opportunity to study a clearly defined stream that suits the particular needs and interests of both the student and the employer.

The Advanced Diploma of Engineering consists of 30 modules (21 EA modules and 9 EB modules).

Course Structure

Modules–Structural Stream

Year 1	Common Modules	
Module Code		Hours
EA002	Engineering Mathematics A	40
EA030	Workplace Communications	40
EA050	Engineering Computing	40
EA059	Statics	60
EA061	Engineering Graphics	40
EA064	Computer Aided Drafting A	40
EA065	Computer Aided Drafting B	40
EA071	Planning/Estimating & Costing	20
EA081	Civil Materials Concrete 1	20
EA084	Intro to Strength of Materials	40
EA085	Load Analysis	20
EA812	Drafting Reinforced Concrete 1	40
EA813	Drafting Roads 1	40
EA815	Drafting Steelwork 1	40
EA820	Survey Measurement 2	40
EA854	Geoscience Geology	40
EA855	Hydraulics Mechanics	20
EA856	Intro to Road Engineering	40
EA860	Survey Compilations	40
EA861	Survey Measurement 1	40
Year 2	Environmental Stream Modules	
EA040	Occupational Health & Safety	20
EA065	Computer Aided Drafting B	40
EA066	Computer Aided Drafting C	40
EA070	Engineering Organisations	40
EA803	Civil Materials, Soils A	40
EA810	Drafting Pipelines	40
EA814	Drafting Roads 2	40
EA850	Civil Construction Techniques A	20
EA868	Traffic Control	40
EA851	Civil Construction Techniques B	20
EB851	Environmental Engineering	40
EB854	Storm Water Drainage	40
EA857	Pipe & Channel Flow	20
EA858	Site Investigation	40
EB858	Waste Water Engineering	40
EB859	Water Engineering	40
EB860	Geometric Road Design	40
EB861	Minor Civil Engineering Projects A	20
EB862	Minor Civil Engineering Projects B	20
EB863	Minor Civil Engineering Projects C	20
EB864	Minor Civil Engineering Projects D	20
EB866	Pavement Design	40
EB868	Municipal Design	40
EB870	Engineering Surveying	40
EB071	Project Management	40
EB878	Civil Engineering Computer Applications	40

Year 2	Structural Stream Modules	
EA040	Occupational Health & Safety	20
EA066	Computer Aided Drafting C	40
EA067	Computer Aided Drafting D	40
EA070	Engineering Organisations	40
EB071	Project Management	40
EA803	Civil Material, Soils A	40
EB830	Reinforced Concrete Design 1	40
EB831	Reinforced Concrete Design 2	40
EB832	Beam & Column Analysis	40
EB840	Advanced Strength of Materials	40
EA850	Civil Construction Techniques A	40
EB850	Civil Estimating	40
EA851	Civil Construction Techniques B	40
EB852	Foundations 1	40
EB853	Foundations 2	20
EB855	Structural Steel Design 1	60
EB856	Structural Timber Design	20
EA858	Site Investigation	40
EB861	Minor Civil Engineering Projects A	20
EB862	Minor Civil Engineering Projects B	20
EB863	Minor Civil Engineering Projects C	20
EB864	Minor Civil Engineering Projects D	20
EB874	Structural Steel Design 2	40
EB878	Civil Engineering Computer Applications	40

Advanced Diploma of Engineering Technology [Mechanical, Manufacturing and Mechatronics]

Incorporating–

Diploma of Engineering Technology [Mechanical, Manufacturing and Mechatronics]

Course Code: 20020VICM Advanced Diploma

Course Code: 20019VICM Diploma

Course Objective

The Advanced Diploma of Engineering Technology provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements

VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/experience OR mature age entry.

Course Duration

Full-time: 2 years (or 1 year after completion of Diploma)

Part time: Dependent on the number of modules undertaken each year.

Diploma 600 hours/Advanced Diploma (Stages 1 and 2) 1200 hours.

Course Structure

Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules.

Basic Modules Recommended (Manufacturing and Mechanical)

Module Code		Hours
EA000	Basic Statistics	40
EA002	Engineering Maths A	40
EA003	Engineering Maths B	40
EA010	Materials Science	40
EA011	Science	40
EA027	Presenting Reports	20
EA030	Workteam Communications	40
EA032	Writing Technical Documents	20
EA050	Engineering Computing	40
EA060	Engineering Design Concepts	20
EA061	Engineering Graphics	40
EA070	Engineering Organisations	40
EA080	Engineering Measurement	20
EA506	Gauge Design Concepts	40
EA701	Engineering Drawing (Detail)	40
EA710	Dimensional Metrology	40
EA741	Workshop Processes (Machine Shop)	40
EA775	Introduction to Metrology	40
EA790	Manufacturing Processes	40
NM14	Robotics 1	40

Manufacturing Modules

Computer Numerical Control (CNC)

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

Computer-Aided Manufacturing (CAM)

NM81	CAM 1–Concepts	40
NM82	CAM 2–2D Programming	40
NM91	CAM 3–2D CNC Mill Operations	40
NM92	CAM 4–CNC Lathe Operations	40
NM93	CAM 5–3D Programming	40
NM94	CAM 6–3D CNC Mill Operations	40

CAD/CAM Stage 1

EA069	Computer-Aided Drafting Systems	20
EA517	Computer Apps to Plastic Tool Design	40
EA518	CAD Tool Design Project	40
EA700	Computer-Aided Manufacturing Systems	40
EA705	Computer Based Modelling & App System	40

CAD/CAM Stage 2

EB122	Computer Graphics	40
EB123	Computer Systems Management	40
EB722	Computer Based Modelling Design & Drafting Project	40
EB050	Engineering Projects	80

Computer-Aided Drafting (CAD) Stage 1

EA062	Computers & Apps to CAD	40
EA065	Computer-Aided Drafting B	40
EA066	Computer-Aided Drafting C	40
EA067	Computer-Aided Drafting D	40
EA068	Computer-Aided Drafting 3D	40
EA074	CAD Modelling Concepts	40
NM06	Computer-Aided Drafting A	40

Computer-Aided Drafting (CAD) Stage 2

EB060	Managing CAD Systems	40
EB061	Managing CAD Utilities	40

Robotics

EB770	Robotics 2	40

Dimensional Metrology

EA710	Dimensional Metrology, Basic	40
EA773	Dimensional Metrology, Measuring & Testing	40
EB785	Dimensional Metrology, Advanced Tech.	40
EB786	Dimensional Metrology, Complex Forms	40

Mechanical Modules

Field of Study: Engineering Design, Applied Mechanics.

EA001	Calculus	40
EA703	Engineering Drawing (Structural & Mech)	40
EA706	Fluid Mechanics 1	40
EA711	Mechanical Drive Components	40
EA714	Thermodynamics	40
EA715	Mechatronics 1–Process Model	40
EA716	Mechatronics 2–PLC Automation	40
EA772	Introductory Dynamics	40
EA780	Design for Manufacture	40
EA804	Introductory Strength of Materials	40
EA805	Load Analysis	20
EA859	Statics	60
EB050	Engineering Projects	80
EB650	Materials for Engineering	40
EB701	Advanced Machine Design	40
EB702	Dynamics of Industrial Machines	40
EB703	Machine Design	40
EB704	Mechanical Design	40
EB705	Project Mechanical Design Synthesis	40
EB709	Mechatronics 4–Analogue Automation	80
EB711	Thermodynamics 2	40
EB712	Plant Layout	40
EB720	Fluid Mechanics 2	40
EB771	Advanced Dynamics	40
EB832	Beam & Column Analysis	40
EB840	Advanced Strength of Materials	40
EB855	Structural Steel Design 1	40
EB874	Structural Steel Design 2	40

Fluid Power

EA160	Advanced PLCs	40
EA706	Fluid Mechanics 1	40
EA708	Industrial Fluid Power 1	40
EA709	Industrial Fluid Power 2	40
EA904	Control Concepts	40
EB714	Electro Fluid Power Systems	40
EB723	Fluid Power Systems Concepts	40
EB724	Fluid Power Component Selection & Testing	40
EB725	Fluid Power Component Testing & System/Space Analysis	40
EB755	Fluid Power Systems Project	80
NM33	Fluid Power Control 1	40
NM34	Air Compression & Distribution	40
NM57	Hydraulics 2	40
NM58	Hydraulics 3	40
NM59	Hydraulics 3	40
NM60	Pneumatics 2	40
NM61	Pneumatics 3	40
NM62	Pneumatics 4	40
NM63	Fluid Power Control 2	40

Contact Department for details on Mechatronics stream.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Engineering Technology (Principal Technical Officer) [Mechanical, Manufacturing, Mechatronics and Civil Stream]

Course Code: 14309VIC

Course Objective

The Advanced Diploma of Engineering (Principal Technical Officer) aims to meet the needs of persons at, or aspiring, to the Metals and Engineering Award Classification C2b Principal Trainer/Supervisor/Co-ordinator. It has applications to engineers and managers in both public and private sectors across all engineering streams in small, medium and large enterprises.

Entry Requirements

Completion of an Advanced Diploma of Engineering, or equivalent, AND Current industrial employment or previous relevant industrial experience.

Course Duration

Full time: 1 year

Part time: Dependent upon number of modules undertaken each year.

Course Structure

The Advanced Diploma of Engineering Technology (Principal Technical Officer) consists of 15 modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma.

Advanced Diploma (Principal Technical Officer) Level Modules (either technical or non-technical): 6 modules (240 hrs) minimum; Research Project: 1–3 modules.

Advanced Diploma of Engineering Technology Modules: 6 maximum (240 hours).

Advanced Diploma Of Engineering (Principal Technical Officer) (Mechanical/Manufacturing And Civil Streams) (minimum of 600 hours required)

Course Code		Hours
ED046	Research Project A	40
ED047	Research Project B	40
ED048	Research Project C	40
ED062	Research Project D	20

Advanced Diploma (Principal Technical Officer) Level

Technical and Non-Technical Modules
(minimum of 240 hours in this group)

Mechanical/Manufacturing Stream

ED058	Intro to Financial Management	60
ED053	Intro to Environment Management	60
ED060	Improving Workplace performance	60
ED003	Design 3A–Prod & Mech Plant	60
ED008	Fluid Power Design 2	80
ED009	Installation & Commissioning	40
ED010	Product Liability & Product Recall Management	40
ED011	Reliability & Prototype Testing	40
ED043	Total Quality Management (TQM)	60
ED049	Advanced Engineering Maths A	60
ED055	Project Management	80
ED050	Advanced Engineering Maths B	60
ED051	Physics A	60
ED052	Physics B	60
ED054	Computer Applications	40
ED012	Applied Mechanics 3A	60
ED013	Applied Mechanics 3B	60
ED014	CADD Systems Engineering	60
ED001	Computer Aided Process Planning (CAPP)	80
ED006	Design 3B–Prod & Mech Plant	60
ED015	Flexible Manufacturing Systems(FMS) Design	80
ED016	Interchangeable Manufacture	80
ED056	Customer Client Relations	60
ED059	Introduction to Marketing	60
ED061	Managing Occupational Health & Safety in the Workplace	40

Civil Stream

EA852	Engineering Hydrology	40
EB073	Structural Masonry Design	40
EB353	Foundations 2	40
EB363	Civil Materials Concrete 2	40
EB367	Civil Materials Soils B	40
EB379	Commercial Building Construction	40
EB830	Reinforced Concrete Design 1	40
EB831	Reinforced Concrete Design 2	40
EB832	Beam & Column Analysis	40
EB851	Environmental Engineering	40
EB852	Foundations 1	40
EB854	Storm Water Drainage	40
EB855	Structural Steel Design 1	40
EB856	Structural Timber Design	40
EB858	Waste Water Engineering	40
EB859	Water Engineering	40
EB860	Geometric Road Design	40
EB865	Municipal Design	40
EB866	Pavement Design	40
EB869	Land Information Systems	40
EB870	Engineering Surveying 1	40
EB872	Frame Analysis	40
EB874	Structural Steel Design 2	40
EB875	Drafting Reinforced Concrete 2	40
EB877	Drafting Precast & Prestressed Concrete Elements	40
EB878	Civil Engineering Computer Applications	40
ED049	Advanced Engineering Maths A	60
ED050	Advanced Engineering Maths B	60
VAB507	Concrete Technology & Applications	40
VAB919	Documentation & Supervision	40
VAB963	Drainage Design	40
VAC375	Fabrication Methods 1A	20
VAD292	Integrated Traffic	40
VAE671	Photogrammetry 2AB	40
VAE704	Physics A	60
VAE705	Physics B	60
VAE741	Planning & Administration	40
VAF376	Fabrication Methods 1B	20
VAF448	Road Design	40
VAF989	Structural Mechanics 2A	20
VAF990	Structural Mechanics 2B	20
VAF991	Structural Mechanics 2C	20
VAF992	Structural Mechanics 2D	20
VAF997	Structures 4	40
VAG505	Urban Road Design	40

Advanced Diploma Level Modules

(Maximum of 240 hours in this group)

Module Code		Hours
EA501	Production Planning & Control Main Function	20
EB031	Quality Management	40
EB040	Quality Control & Computing	20
EB041	Quality Manual Development Writing	40
EB060	Managing CAD Systems	40
EB070	Engineering Management	40
EB072	Critical Path & Project Analysis	40

EB073	Project Planning	20
EB122	Computer Graphics	40
EB123	Computer Systems Management	40
EB507	Production Planning & Control–Charting Techniques	20
EB508	Production Planning & Control Estimating & Planning	40
EB509	Production Planning & Control–Forecasting	40
EB520	Statistical Quality Control 1	40
EB521	Statistical Quality Control 2	40
EB701	Advanced Machine Design	40
EB702	Dynamics of Industrial Machines	40
EB703	Machine Design	40
EB704	Mechanical Design	40
EB705	Project Mechanical Design Synthesis	80
EB712	Plant Layout	40
EB714	Electro-Fluid Control Systems	40
EB770	Robotics 2	40
EB771	Advanced Dynamics	40
EB785	Dimensional Metrology–Adv Tech	40
EB786	Dimensional Metrology–Complex Forms	40
EB840	Advanced Strength of Materials	40
ED024	Instrumentation & Controls 1A	40
ED025	Instrumentation & Controls 1B	40
ED028	Total Quality Control	80
ED032	Industrial Maintenance 2A	40
ED033	Fluid Power Installation & Maintenance	80
ED039	Fluid Power Design 1	80
ED040	Computer Aided Drafting 1	80
ED041	Computer Aided Drafting 2	80
ED042	Statistics	40
ED019	Human Factors	40
EB030	Advanced Quality Concepts	40

Contact Department for details on Mechatronics stream.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Department of Science and Food Technology

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

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

Course Codes

2212AMC	Certificate II in Science Bridging
2312ACC	Certificate III in Science Bridging
RUV20198	Certificate II in Animal Studies
RUV30198	Certificate III in Animal Studies
QLD3757	Certificate III in Animal Technology
2411ARC	Certificate IV in Animal Technology
QLD3522	Diploma of Applied Science (Animal Technology)
RUV40198	Certificate IV in Veterinary Nursing
QLD1893	Certificate III in Occupational Health & Safety
QLD1892	Certificate IV in Occupational Health & Safety
QLD1891	Diploma of Occupational Health & Safety
2307AEC	Certificate III in Health (Hospital Pharmacy Technician)
2406ASC	Certificate IV in Food Technology
TDT40197	Certificate IV in Transport & Distribution (Warehousing)
TDT50198	Diploma of Transport & Distribution (Logistics)
TDT60198	Advanced Diploma of Transport & Distribution (Logistics)
PML30199	Certificate III in Laboratory Skills
PML40199	Certificate IV in Laboratory Techniques
PML50199	Diploma of Laboratory Technology
PML50199	Diploma of Laboratory Technology (Process Manufacturing Testing)
PML50199	Diploma of Laboratory Technology (Pathology Testing)
PML50199	Diploma of Laboratory Technology (Biological & Environmental Testing)
PML50199	Diploma of Laboratory Technology (Food Testing)
PML60199	Advanced Diploma of Laboratory Operations
RUH20198	Certificate II in Horticulture
2509ACC	Diploma in Natural Resource Management

In addition to these courses, the Department of Science and Food Technology–TAFE offers a range of short courses and training programs to meet the specific training needs of industry for example–Pharmaceutical Manufacturing, Food Processing, Meat Processing, Stockfeed Milling and many more.

Peter Thomson
Head, Department of Science and Food Technology–TAFE

Certificate II in Science Bridging

Course Code: 2212AMC

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

Entry Requirements

To qualify for admission to this course, students must have completed a year 9/10 program or equivalent.

Course Duration

This course is offered on a full-time basis over 6 months or part-time equivalent.

Course Structure

A student must satisfactorily complete:

VBD738	Preparatory Mathematics	
VBD739	Introductory Mathematics for Science	
VBD740	Mathematics 1	
VBD745	Study Skills	
VBD746	Reading & Writing for Science	
NCS015	Presenting Reports	

- A minimum of 80 hours from 2 of the 3 science streams (total of 160 hours).
- A minimum of 70 hours of modules from the third science stream, other mathematics, communications or computing stream modules to make up a total of at least 400 hours.

Chemistry Stream Modules

University/ETTE Code		Hours
VBD725	Atomic Structure	50
VBD726	Solution Chemistry & Stoichiometry	40
VBD727	Organic Chemistry & Properties of Materials	20
VBD728	Ionic Theory	50

Physics Stream Modules

VBD729	S.I. Units & Measurement	10
VBD730	Waves & Optics	30
VBD731	Kinematics	40
VBD732	Dynamics & Energy	40
VBD733	Electricity	40

Biology Stream Modules

VBD734	Cell Biology	40
VBD735	Human Anatomy & Physiology	40
VBD736	Introductory Genetics	40
VBD737	Environmental Science	40

Mathematics Stream Modules

VBD738	Preparatory Mathematics	20
VBD739	Introductory Mathematics for Science	20
VBD740	Mathematics 1	50
VBD741	Mathematics 2	50
VBD742	Mathematics Extension 1	50
VBD743	Mathematics Extension 2	50
VBD744	Mathematics Extension 3	50

Learning Skills Module

VBD745	Study Skills	20

Communications Stream Modules

NCS003	Job Seeking Skills	20
NCS015	Presenting Reports	20
VBD746	Reading & Writing for Science	60

Computer Stream Modules

AAA630	Computer Fundamentals	25
AAA631	Scientific Spreadsheet Applications	25
AAA632	Scientific Database Applications	25

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Science Bridging

Course Code: 2312ACC

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

Entry Requirements

To qualify for admission to this course, students must have completed a year 9/10 program or equivalent.

Course Duration

This course is offered on a full-time basis over 1 year or part-time equivalent.

Course Structure

A student must satisfactorily complete:

All modules in 2 of the 3 science streams (Chemistry, Physics and Biology–total of 320 hours)

NCS015	Presenting Reports	
VBD738	Preparatory Mathematics	
VBD739	Introductory Mathematics for Science	
VBD740	Mathematics 1	
VBD741	Mathematics 2	
VBD745	Study Skills	
VBD746	Reading & Writing for Science	

A minimum of 140 hours of modules from the third science stream, mathematics extension modules, Job Seeking Skills or computing stream modules, to make up a total of at least 700 hours.

Chemistry Stream Modules

Module Code		Hours
VBD725	Atomic Structure	50
VBD726	Solution Chemistry & Stoichiometry	40
VBD727	Organic Chemistry & Properties of Materials	20
VBD728	Ionic Theory	50

Physics Stream Modules

VBD729	S.I. Units & Measurement	10
VBD730	Waves & Optics	30
VBD731	Kinematics	40
VBD732	Dynamics & Energy	40
VBD733	Electricity	40

Biology Stream Modules

VBD734	Cell Biology	40
VBD735	Human Anatomy & Physiology	40
VBD736	Introductory Genetics	40
VBD737	Environmental Science	40

Mathematics Stream Modules

VBD738	Preparatory Mathematics	20
VBD739	Introductory Mathematics for Science	20
VBD740	Mathematics 1	50
VBD741	Mathematics 2	50
VBD742	Mathematics Extension 1	50
VBD743	Mathematics Extension 2	50
VBD744	Mathematics Extension 3	50

Learning Skills Module

VBD745	Study Skills	20

Communications Stream Modules

NCS003	Job Seeking Skills	20
NCS015	Presenting Reports	20
VBD746	Reading & Writing for Science	60

Computer Stream Modules

AAA630	Computer Fundamentals	25
AAA631	Scientific Spreadsheet Applications	25
AAA632	Scientific Database Applications	25

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Animal Studies RUV20198

Course Code: RUV20198

Course Objective

The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic whilst under direction and supervision.

Entry Requirements

To qualify for admission to the course applicants must have successfully completed an approved year 10 or equivalent, preferably including English and Science or be of mature age with a basic understanding of the animal care industry and assessed by the Head of Department as being capable of completing the course.

Course Duration

This course may be offered on a full time basis over 152 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Module Code		Hours
RUVVEN201A	Carry out reception duties	20
RUVVEN202A	Carry out daily clinic routines	20
RUVVEN203A	Carry out surgery preparations	20
RUVVEN204A	Follow occupational health & safety procedures	20
RUVVEN205A	Use hazardous substances safely	20
RUVVEN206A	Communicate in the workplace	20
RUVVEN207A	Act to minimize emergencies andrespond to a variety of situations	20
RUVVEN208A	Plan daily work routines	12

Certificate III in Animal Studies RUV30198

Module Code: RUV30198

Course Objective

The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic.

Entry Requirements

To qualify for admission to the course applicants must have successfully completed an approved year 10 or equivalent, preferably including English and Science or be of mature age with a basic understanding of the animal care industry and assessed by the Head of Department as being capable of completing the course.

Course Duration

This course may be offered on a full time basis over 372 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Module Code		Hours
RUVVEN201A	Carry out reception duties	20
RUVVEN202A	Carry out daily clinic routines	20
RUVVEN203A	Carry out surgery preparations	20
RUVVEN204A	Follow occupational health & safety procedures	20
RUVVEN205A	Use hazardous substances safely	20
RUVVEN206A	Communicate in the workplace	20
RUVVEN207A	Act to minimize emergencies & respond to a variety of situations	20
RUVVEN208A	Plan daily work routines	12
RUVVEN301A	Carry out patient admission & discharge	40
RUVVEN302A	Apply radiographic routines	30
RUVVEN303A	Apply clinic pathology support procedures	15
RUVVEN304A	Provide clinic & administration support	10
RUVVEN305A	Carry out surgical nursing routines	40
RUVVEN306A	Provide animal care	65
RUVVEN307A	Apply specific clinic routines	20

Certificate III in Animal Technology

Course Code: QLD3757

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in a range of animal care facilities and environments associated with husbandry. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of animal carer.

Entry Requirements

To qualify for admission to the course, applicants must have completed a Year 9/10 program or equivalent.

Course Duration

This course is offered on a part-time (three days per week) over 12 months.

Course Structure

Students are required to complete all 10 core subjects and 80 hours of electives.

Students intending to continue onto the Certificate IV in Animal Technology will also need to complete Introductory Mathematics and Bridging Science.

Module Code		Hours
AAA600	Science Industry Orientation	20
AAA601	Work Placement A	50
AAA630	Computer Fundamentals	25
AAA650	Laboratory Animal Husbandry	40
AAA651	Farm Animal Husbandry	40
AAA652	Companion Animal Husbandry	40
AAA653	Animal Facilities Operation & Hygiene	40
AAA654	Animal Ethics & Welfare	25
AAA668	Animal Anatomy & Physiology	25
NCS002	Writing Skills for Work	20
Elective Modules		
AAA640	Introductory Mathematics	50
NCS003	Job Seeking Skills	20
SB04	Customer Relations	20
SB05	Time Management	10
VAD065	Husbandry of Birds	20
VAF553	Bridging Science	50
VBA228	Husbandry of Native Animals	20
VBA229	Reptile & Amphibian Care	20
VBA230	Fish Health	20
VBA232	Dog & Cat Breeding	25
VBA233	Pet Shop Management	30
	Total Core Hours:	325
	Total Electives Hours: (minimum)	80
	Total Course Duration:	405
	Supervised Work Experience Hours:	160

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Animal Technology

Course Code: 2411ARC

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career involving the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of Technical Assistant.

Entry Requirements

To qualify for admission to the course, applicants generally must have successfully completed an approved course of study at Year 12 level, or equivalent, with studies in English and Biology or be of mature age and be assessed as being capable of successfully completing the course.

Course Duration

This course is offered on a full-time basis over 12 months or part-time equivalent.

Course Structure

Students are required to complete all 21 modules as well as any necessary introductory modules

Module Code		Hours
AAA600	Science Industry Orientation	20
AAA601	Work Placement B	50
AAA603	Occupational Health & Safety	50
AAA630	Computer Fundamentals	25
AAA641	Laboratory Mathematics	50
AAA650	Laboratory Animal Husbandry	40
AAA651	Farm Animal Husbandry	40
AAA652	Companion Animal Husbandry	40
AAA653	Animal Facility Operations & Hygiene	40
AAA654	Animal Ethics & Welfare	25
AAA655	Practical Animal Breeding	40
AAA656	Animal Laboratory Techniques	40
AAA657	Animal Health	40
AAA702	Biological Techniques B	50
AAA709	Anatomy & Physiology I	45
AAA710	Anatomy & Physiology II	45
AAA751	Chemical Principles	50
AAA752	Chemical Laboratory Techniques	50
NCS006	Writing Workplace Documents	20
NCS015	Presenting Reports	20
	Total Course Duration:	750
	Supervised Work Experience:	160

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Applied Science (Animal Technology)

Course Code: QLD3522

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided

by this course is to the degree of competence required by a person entering the occupational level of Technical Officer.

On completion of the Diploma, graduates may apply for positions as Senior Technical Officers and/or Animal House Managers.

Entry Requirements

Entry prerequisites for this course are: completion of Certificate IV in Animal Technology; and evidence that the applicant has access to adequate industry experience to complete the course. This may be paid or voluntary work.

Course Duration

This course is usually offered over two years part time, post Certificate IV in Animal Technology.

Course Structure

Core Modules

Module Code		Hours
AAA601	Work Placement C	50
AAA604	Practical Project	50
AAA631	Scientific Spreadsheet Applications	25
AAA632	Scientific Database Applications	25
AAA642	Statistics & Methods of Sampling	40
AAA658	Animal Behaviour	40
AAA659	Animal Surgical Techniques	60
AAA660	Animal House Management	60
AAA661	Animal Nutrition	40
AAA667	Animal Practical Skills Book	10
AAA712	General Microbiology	60
NCS005	Dealing with Conflict	20
NCS009	Negotiation Skills	20

Elective Modules

Module Code		Hours
AAA643	Statistics & Methods of Quality Assurance	40
AAA662	Husbandry of Less Common Species	40
AAA663	Artificial Breeding Techniques	40
AAA664	Animal House Design	30
AAA665	Animal Disease	40
AAA666	Barrier Maintained Animals	40
AAA705	Biochemistry 1	40
AAA711	Genetics	40
AAA720	Vertebrate Zoology	50
AAA721	Invertebrate Zoology	50
AAA724	Ecological Principles	50
AAA725	Ecological Techniques	50
AAA854	First Aid	25

A maximum 100 hours of other suitable electives at an appropriate level may be chosen.

Total Core Hours:		500
Total Electives Hours: (minimum)		210
Total Course Duration:		710
Supervised Work Experience:		160

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Veterinary Nursing

Course Code: RUV40198

Course Objective

The aim of this course is to provide vocational training for people providing nursing care for a range of animals on a daily basis in a veterinary clinic.

Entry Requirements

To qualify for admission to the course applicants must have successfully completed an approved year 10 or equivalent, preferably including English and Science or be of mature age with a basic understanding of the animal care industry and assessed by the Head of Department as being capable of completing the course.

Course Duration

This course may be offered on a full time basis over 542 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Module Code		Hours
RUVVEN201A	Carry out reception duties	20
RUVVEN202A	Carry out daily clinic routines	20
RUVVEN203A	Carry out surgery preparations	20
RUVVEN204A	Follow occupational health & safety procedures	20
RUVVEN205A	Use hazardous substances safely	20
RUVVEN206A	Communicate in the workplace	20
RUVVEN207A	Act to minimize emergencies & respond to a variety of situations	20
RUVVEN208A	Plan daily work routines	12
RUVVEN301A	Carry out patient admission & discharge	40
RUVVEN302A	Apply radiographic routines	30
RUVVEN303A	Apply clinic pathology support procedures	15
RUVVEN304A	Provide clinic & administration support	10
RUVVEN305A	Carry out surgical nursing routines	40
RUVVEN306A	Provide animal care	65
RUVVEN307A	Apply specific clinic routines	20
RUVVEN401A	Apply haematology & blood chemistry tests, radiography & other test procedures	30
RUVVEN402A	Coordinate theatre routines	20
RUVVEN403A	Carry out nursing procedures for Routine surgery	30
RUVVEN404A	Implement clinic office routines	20
RUVVEN405A	Provide specific animal care advice	70

Certificate III in Occupational Health & Safety

Course Code: QLD1893

Course Objective

This course aims to provide participants with an overview to a range of skills within the area of Occupational Health & Safety.

Entry Requirements

To qualify for admission to the course, applicants generally must have had current or previous experience in an industrial setting and have an appreciation in the workplace of occupational health & safety or be of mature age and be assessed as being capable of successfully completing the course.

Course Duration

This course is offered over 3 semesters. Recognition of prior learning may be granted for certain subjects.

Course Structure

Module Code		Hours
ABD500	Occupational Health & Safety Fundamentals	60
ABD501	Occupational Hygiene 1	40
ABD502	Rehabilitation & Workers Compensation 1	20
ABD503	Hazardous Substances	30
ABD504	Occupational Health & Safety Law	20
ABD505	Workplace Health–Human Body (Elective)	40
ABD506	Industrial Placement 1 (Elective)	40
NCS005	Dealing with Conflict	20
NCS007	Presenting Information	20
	Total Core Hours:	210
	Total Electives Hours:	140
	Total Course Duration:	350

Certificate IV in Occupational Health & Safety

Course Code: QLD1892

Course Objective

This course aims to provide an accredited program of training for people wishing to pursue a career in the area of Occupational Health & Safety.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate III in Occupational Health & Safety.

Course Duration

This course is offered on a part-time basis over two semesters (post Certificate III).

Course Structure

Module Code		Hours
ABD530	Occupational Hygiene 2	40
ABD531	Engineering Controls	30
ABD532	Resolution of Occupational Health & Safety Issues	20
ABD533	Occupational Health & Safety Statistics	20
ABD534	Fire Safety Management [Elective]	40
ABD535	Ergonomics 1 [Elective]	40
NCS009	Negotiation Skills	20
NCS015	Presenting Reports	20
	Total Core Hours:	150
	Total Electives Hours:	100
	Total Course Duration:	250
	(Above Certificate III Level)	

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Occupational Health & Safety

Course Code: QLD1891

Course Objective

This course aims to provide students with a multi-disciplinary approach to Occupational Health & Safety in the workplace.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the Certificate IV in Occupational Health & Safety.

Course Duration

This course is offered on a part-time basis over two semesters (post Certificate IV).

Course Structure

Module Code		Hours
ABD560	Occupational Hygiene 3	40
ABD561	Occupational Health & Safety Management Systems	40
ABD562	Risk Management	40
ABD563	Management of Hazardous Substances	30
ABD564	Action Research Project	40
ABD565	Industrial Placement 2	100
ABD566	Rehabilitation & Workers Compensation 2 (elective)	40
ABD567	Workplace Health & Safety Programs (elective)	40
ABD568	Ergonomics 2 (elective)	40
NBB05	Quality Concepts (elective)	20
VBD431	Workplace Training (Category 1) (elective)	
	Total Core Hours:	290
	Total Electives Hours:	100
	Total Course Duration:	390
	(Above Certificate IV Level)	

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Health (Hospital Pharmacy Technician)

Course Code: 2307AEC

Course Objective

The object of this course is to provide formal training in the practical skills, and theoretical basis of hospital pharmacy practice relevant to technicians. Generic skills in communication, computing and OH&S will be included, along with other skills such as medical terminology and anatomy and physiology. This course is designed to satisfy the training requirements of the Victorian Pharmacy Board.

Entry Requirements

To qualify for admission to this course students must have completed VCE or satisfactory completion of Year 11, plus satisfactory completion of another relevant course in TAFE amounting to at least one year's equivalent full-time study. For mature age students, evidence of ability to undertake studies at this level is required.

Course Duration

This course is offered on a part-time basis, one day per week, over approximately 18 months.

Course Structure

All modules must be completed.

Generic Modules

AAA630	Computer Fundamentals	25
AAA640	Introductory Mathematics	20
NCS001	Workplace Communication	40
VBA334	Student Induction	6
VBA335	Hospital Computing	10
VBA336	Occupational Health & Safety	40

Health Industry Modules

AAA709	Anatomy & Physiology I	45
AAA710	Anatomy & Physiology II	45
VBA337	Hospital Environment	20
VBA338	Medical Terminology	10

Hospital Pharmacy Modules

VBA339	Basic Pharmaceutics & Pharmacology	20
VBA340	Laws, Regulations & Ethics	10
VBA341	Stock Control & Impresting	40
VBA342	Non-Sterile Manufacturing	30

VBA343	Sterile Manufacturing	40
VBA344	Cytotoxic Drugs	10
VBA345	Dispensing	26
VBA346	Hospital Pharmacy Tour	26
VBA359	Workplace Exchange	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Food Technology

Course Code: 2406ASC

Course Objective

This course aims to provide broad-based training and an initial qualification in food technology.

Entry Requirements

To qualify for admission to the course applicants generally must have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course.

Course Duration

This course is offered on a full-time basis over one year or part-time equivalent.

Course Structure

Students are required to complete:
• 618 hours of Generic Core modules;
• 142 hours of Generic (optional) modules; and
90 hours of Specialised modules to a total of 850 hours

Generic (Core) Modules

Module Code		Hours
AAA600	Science Industry Orientation	20
AAA610	Introductory Physics	50
AAA640	Introductory Mathematics	50
AAA712	General Microbiology	60
AAA750	Introductory Chemistry	50
AAA752	Chemical Laboratory Techniques	50
AAA807	Waste Management	40
ABD569	Occupational Heath & Safety in the Food/Dairy Industry	40
NOS222	Wordprocessing Introduction	40
VBF163	Principles of ISO Accreditation & Quality Audit	12
VBF164	Food Packaging	36
VBF166	Food Biology	30
VBF181	Introduction to Quality Management	12
VBF195	Introduction to Sensory Analysis	12
VBF196	Hygiene & Sanitation	12
VBF197	Principles of HACCP	12
VBF198	Introduction to Food Technology	12
VBF199	Principles of Food Spoilage & Control	12
VBF200	Unit Operations	12
VBF201	Low Temperature Preservation	12
VBF207	High Temperature Preservation	12
VBF281	Fermentation/Concentration/Drying	12

Elective Modules

Choose an equivalent of 40 hours from the following modules:

NGMS101	Managing Information	20
NGMS102	Managing Operations–Customer Service	20
NGMS103	Managing Operations–Productivity	20
NGMS104	Managing Operation–Innovation	20
NGMS105	Managing Operations–Change	40
NGMS106	Managing Effective Working Relationships	40
NGMS107	Managing & Developing Team	40
NGMS108	Managing & Organising Work for Goal Achievement	40

NGMS109	Managing Performance & Goal Achievement	40
NGMS110	Managing Grievances & Disputes	20
NGMS111	Managing People–Workplace Practices	40
NGMS112	Managing People–Recruitment, Selection & Induction	40
NGMS113	Managing Finance–Setting & Achieving Budgets	20
NGMS114	Managing Finance–Performance	20
NGMS115	Managing Finance–Cost & Efficiency	20
NGMS116	Managing Finance–Operating & Capital Expenditure	40
NGMS117	Managing Group Problem Solving & Decision Making	40
NGMS118	Managing People–Training & Development	40

Generic Modules (optional)

AAA601	Work Placement	50
AAA702	Biology Techniques B	50
AAA756	Physical Chemistry	40
AAA757	Organic Chemistry	50
AAA805	Nutrition	20
NOS215	Database Fundamentals	20
NOS216	Spreadsheets Fundamentals	20
VBD382	Career Planning & Skills Assessment	20
VBF167	Thermal Processing 1	36
VBF188	Process Control	40

Specialised Modules

VBF168	Meat & Meat Processing	18
VBF169	Dairy Processing	18
VBF170	Fruit & Vegetable Processing	18
VBF171	Fish & Seafood Processing	18
VBF172	Poultry & Egg Processing	18
VBF173	Edible Fats & Oils	18
VBF174	Confectionery & Sugar Technology	18
VBF175	Beverages	18
VBF176	Cereal & Baking Technology	18
VBF177	Nuts, Pulses & other Grains	18
VBF178	Food Additives	18
VBF179	Dairy Production & Industry	40
VBF180	Liquid Products	50

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate IV in Transport and Distribution (Warehousing)

Course Code: TDT40197

Course Objective

This course aims to provide vocational training for people at the operative and supervisory level in the warehousing industry. It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

Entry Requirements

To qualify for admission to the course, an applicant generally must have:
• successfully completed Certificate III in Transport & Distribution (Warehousing)
• or successful recognition of seven (7) competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process.

Course Duration

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

Course Structure

This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of

the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Core Modules

Module Code		Hours
TDTA2397A	Coordinate Stocktakes	20
TDTA2597B	Manage Temperature Controlled Stock	20
TDTA2898A	Assess & Monitor Optimum Stock Levels	20
TDTE697B	Collect & Present Workplace Data & Information	20
TDTE1397B	Apply Workplace Statistics	20
TD F797A	Implement Accident/Emergency Procedures	40
TDTF1498A	Develop & Maintain a Safe Workplace	40
TDTG698A	Participate in, Lead & Facilitate Work Teams	40
TDTI197B	Manage Quality Customer Service	20
TDTI598A	Market Services & Products to Clients	20
TDTL998A	Manage Personal Work Priorities & Professional Development	20
TDTL1098A	Assess & Confirm Customer Transport Requirements	20
TDTL2198A	Coordinate the Erection & Dismantling of Temporary Distribution	20
TDTM497A	Prepare for Training (Category 2)	40
TDTM597A	Deliver Training (Category 2)	40
TDTM697A	Review & Promote training (Category 2)	40
TDTN297A	Extension Unit–Plan & Review Assessment	40
TDTP598A	Manage Workplace Information	20
TDTR198A	Monitor Supplier Performance	20
TDTR297A	Source Goods/Services & Evaluate Contractors	40

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Transport and Distribution (Logistics)

Course Code: TDT51098

Course Objective

The course aims to equip students with the skills and knowledge required to manage a warehouse or distribution system.

Entry Requirements

To qualify for admission applicants must have successfully completed the Certificate IV in Transport and Distribution (Warehousing) or Certificate IV in Transport and Distribution (Road Transport) or equivalent.

Course Duration

The course will be offered on a full-time basis over 630 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Seven units of competency at Australian Qualifications Framework Level 5 selected by the student with the approval of the Head of Department, having regard to the list of relevant units in–
• Transport and Distribution Training Package TDT98 (published 1999)
• Victorian Implementation Guide TDT97 Transport and Distribution Training Package–Non Rail, Version 2 (published June 2000).

Advanced Diploma of Transport and Distribution (Logistics)

Course Code: TDT61098

Course Objective

The course aims to equip students with the skills and knowledge required to manage both domestic and international distribution systems

Entry Requirements

To qualify for admission applicants must have successfully completed the Diploma of Transport and Distribution (Warehousing) or equivalent.

Course Duration

The course will be offered on a full-time basis over 700 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Four units of competency at Australian Qualifications Framework Level 6 selected by the student with approval of the Head of Department, having regard to the list of relevant units in–
• Transport and Distribution Training Package–TDT97, (published 1997)
• Victorian Implementation Guide TDT97 Transport and Distribution Training Package–Non Rail, Version 2, (published June 2000)

Three units of competency at Australian Qualifications Framework Level 6 selected by the student with approval of the Head of Department, having regard to the list of relevant units in–
• Transport and Distribution Training Package–TDT97, (published 1997)
• Victorian Implementation Guide TDT97 Transport and Distribution Training Package–Non Rail, Version 2, (published June 2000)
• Any other state or nationally accredited training package at Australian Qualifications Framework Level 4.

Certificate III in Laboratory Skills PML30199

Course Codes: PML30199

Course Objective

The course aims to provide participants with the skills and knowledge required to function effectively in the role of a laboratory assistant in a science laboratory setting.

Entry Requirements

To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration

The course is offered on a part-time basis over 12 months.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process & record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30

PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL300A	Contribute to the achievement of quality objectives	30
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST302A	Calibrate test equipment & assist with its maintenance	50

Elective Modules

Four electives selected by the student, with the approval of the Head of Department.

Certificate IV in Laboratory Techniques

Course Code: PML40199

Course Objective

The course aims to provide participants with the skills and knowledge required to function effectively in the role of a technical assistant in a science laboratory setting.

Entry Requirements

To qualify for admission to this course applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competence levels in Australian Qualifications Framework Level 3 or equivalent.

Course Duration

This course may be offered on a full-time basis over 920–1080 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
(i)		
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process & record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system & continuous improvement process	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST302A	Calibrate test equipment & assist with its maintenance	50
(ii)		
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST401A	Perform non-instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise & use solutions	100

Elective Modules

One elective unit selected by the student, with the approval of the Head of Department, from:

PMLTEST300A	Perform basic tests	60
PMLTEST301A	Perform biological laboratory procedures	80

(ii)

Four elective units, of which one may be selected from the foregoing list, or by the student with the approval of the Head of Department.

Diploma of Laboratory Technology

Course Code: PML50199

Course Objective

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a science laboratory setting.

Entry Requirements

To qualify for admission to this course applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course may be offered on a full-time basis over 1090–1645 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
(i)		
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process & record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system & continuous improvement process	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise & use solutions	100
PMLTEST500A	Calibrate & maintain instruments	100
(ii)		
PMLCOM500A	Provide information to customers	30
PMLDATA500A	Analyse data & report results	80
PMLDATA501A	Use laboratory application software	60

(i)

One elective unit selected by the student, with the approval of the Head of Department, from:

PMLTEST300A	Perform basic tests	60
PMLTEST301A	Perform biological laboratory procedures	80

(ii)

Four elective unit selected by the student, with the approval of the Head of Department, from:

PMLQUAL400A	Contribute to ongoing development of HACCP plans	60
PMLSAMP400A	Obtain representative samples in accordance with sampling plan	40
PMLTEST305A	Perform aseptic techniques	40
PMLTEST401A	Perform non-instrumental tests/procedures	120
PMLTEST501A	Perform microbiological tests	140
PMLTEST503A	Perform histological tests	150
PMLTEST505A	Conduct sensory analysis	40
PMLTEST506A	Apply spectrometic techniques	200
PMLTEST507A	Apply chromatographic & electrophoretic techniques	200
PMLTEST508A	Perform ecological techniques	60

Two elective units, selected from the foregoing lists, or by the student with the approval of the Head of Department.

Diploma of Laboratory Technology (Process Manufacturing Testing)

Course Code: PML50199

Course Objective

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a process manufacturing testing science laboratory setting.

Entry Requirements

To qualify for admission to this course applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course may be offered on a full-time basis over 1470–1540 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
(i)		
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process & record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system & continuous improvement process	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST300A	Perform basic tests	60
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST401A	Perform non-instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise & use solutions	100
PMLTEST500A	Calibrate & maintain instruments	100
(ii)		
PMLCOM500A	Provide information to customers	30
PMLDATA500A	Analyse data & report results	80
PMLDATA501A	Use laboratory application software	60
PMLSAMP400A	Obtain representative samples in accordance with sampling plan	40
PMLTEST506A	Apply spectrometic techniques	200
PMLTEST507A	Apply chromatographic & electropheretic techniques	200

Elective Modules

Elective units are selected by the student with the approval of the Head of Department.

Diploma of Laboratory Technology (Pathology Testing)

Module Code: PML50199

Course Objective

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a pathology testing science laboratory setting.

Entry Requirements

To qualify for admission to this course applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course may be offered on a full-time basis over 1495–1645 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
(i)		
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process & record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system & continuous improvement process	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST301A	Perform biological laboratory procedures	80
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise & use solutions	100
PMLTEST500A	Calibrate & maintain instruments	100
(ii)		
PMLCOM500A	Provide information to customers	30
PMLDATA500A	Analyse data & report results	80
PMLDATA501A	Use laboratory application software	60
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140
PMLTEST502A	Perform haematological tests	135
PMLTEST503A	Perform histological tests	150
PMLTEST504A	Perform chemical pathology tests	130

Elective Modules

Elective units are selected by the student with the approval of the Head of Department.

Diploma of Laboratory Technology (Biological and Environmental Testing)

Course Code: PML50199

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 and environmental science laboratory setting.

Entry Requirements

To qualify for admission to this course applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course may be offered on a full-time basis over 1480–1600 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
(i)		
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process & record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system andcontinuous improvement process	80
PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST301A	Perform biological laboratory procedures	80
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise & usesolutions	100
PMLTEST500A	Calibrate & maintain instruments	100
(ii)		
PMLCOM500A	Provide information to customers	30
PMLDATA500A	Analyse data & report results	80
PMLDATA501A	Use laboratory application software	60
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140
PMLTEST506A	Apply spectrometic techniques	200
PMLTEST507A	Apply chromatographic & electropheretic techniques	200

Elective Modules

Elective units are selected by the student with the approval of the Head of Department.

Diploma of Laboratory Technology (Food Testing)

Course Code: PML50199

Course Objective

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a food testing science laboratory setting.

Entry Requirements

To qualify for admission to this course applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course may be offered on a full-time basis over 1270–1610 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
(i)		
PMLCOM300A	Communicate with other people	40
PMLDATA300A	Process & record data	70
PMLMAIN300A	Maintain the laboratory fit for purpose	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLORG300A	Follow established work plan	20
PMLQUAL401A	Apply quality system & continuous improvement process	80

PMLTEAM300A	Work efficiently as part of a team	20
PMLTEST300A	Perform basic tests	60
PMLTEST400A	Perform instrumental tests/procedures	120
PMLTEST401A	Perform non-instrumental tests/procedures	120
PMLTEST402A	Prepare, standardise & use solutions	100
PMLTEST500A	Calibrate & maintain instruments	100

(ii)

PMLCOM500A	Provide information to customers	30
PMLDATA500A	Analyse data & report results	80
PMLDATA501A	Use laboratory application software	60
PMLQUAL400A	Contribute to ongoing development of HACCP plans	60
PMLTEST305A	Perform aseptic techniques	40
PMLTEST501A	Perform microbiological tests	140

Elective Modules

Elective units are selected by the student with the approval of the Head of Department

Advanced Diploma of Laboratory Operations

Course Code: PML60199

Course Objective

The course aims to provide participants with the skills and knowledge required to work as senior technical officers, laboratory technicians or laboratory supervisors responsible for planning, allocation of tasks, coordination, quality assurance, and the recording and reporting of laboratory outputs in a science laboratory setting.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed the:
• Diploma of Laboratory Technology
• Diploma of Laboratory Technology (Process Manufacturing Testing)
• Diploma of Laboratory Technology (Pathology Testing)
• Diploma of Laboratory Technology (Biological and Environmental Testing)
• Diploma of Laboratory Technology (Food Testing)
• or equivalent.

Course Duration

This course may be offered on a full-time basis over 460-520 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
PMLCOM500A	Provide information to customers	30
PMLCOM600A	Develop & maintain laboratory documentation	30
PMLOHS300A	Work safely in accordance with defined policies & procedures	40
PMLOHS600A	Implement & monitor risk management processes associated with OHS & environmental policies & procedures	60
PMLORG600A	Supervise laboratory operation in work/functional area	60
PMLORG601A	Maintain registration & statutory or legal compliance in work/functional area	50
PMLQUAL600A	Maintain quality system & continuous improvement processes within work/functional area	50
PMLTEAM600A	Manage & develop teams	40

Elective Modules

Four elective units are selected by the student with the approval of the Head of Department.

Certificate II in Horticulture

Course Code: RUH20198

Course Objective

The Certificate II in Horticulture aims to:
• increase workplace productivity through raising the skill level of workers; and
• increase career opportunities for those working or seeking to work in the horticulture industry.

Access to the course is not limited on the basis of age, gender, social or educational background. However, participants should have an interest in the horticulture industry.

Course Duration

The course is offered on a full-time basis over 390 nominal hours or part-time equivalent.Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours	Points
HRTCORE1	Meet Industry Requirements		10
HRTCORE2	Meet Workplace Health & Safety Requirements		10
HRTCORE3	Use Hazardous Substances Safely		10
HRTCORE4	Cooperate in the workplace		10
HRTCORE5	Act in an Emergency		10
HRTCORE6	Plan Daily Work Routine		10

Plus 24 points from sector specific stream units of competency listed below selected by the student with the approval of the Head of Department

Nursery Sector Stream

RUHHRT201	Treat Weeds	22	2
RUHHRT202	Treat Pests & Disease	22	2
RUHHRT203	Plant Trees & Shrubs	22	2
RUHHRT204	Communicate in the Workplace	22	2
RUHHRT206	Operate Tractors	22	2
RUHHRT207	Operate Equipment & Machinery	22	2
RUHHRT212	Apply Chemicals & Biological Agents	22	2
RUHHRT216	Maintain Supplies of Chemicals & Biological Agents	22	2
RUHHRT217	Maintain Properties & Structures	22	2
RUHHRT224	Undertake Propagation Activities	22	2
RUHHRT225	Maintain Drainage Systems	22	2
RUHHRT226	Undertake Irrigation Systems Maintenance Activities	22	2
RUHHRT227	Recognise plants, products & Treatments	22	2
RUHHRT228	Pot on Plants	22	2
RUHHRT229	Tend Nursery Plants	22	2
RUHHRT230	Assist Sales of Products & Services	22	2
RUHHRT231	Operate Point of Sale Systems	22	2

Production Sector Stream

RUHHRT201	Treat Weeds	22	2
RUHHRT202	Treat Pests & Disease	22	2
RUHHRT203	Plant Trees & Shrubs	22	2
RUHHRT204	Communicate in the Workplace	22	2
RUHHRT206	Operate Tractors	22	2
RUHHRT207	Operate Equipment & Machinery	22	2
RUHHRT212	Apply Chemicals & Biological Agents	22	2
RUHHRT216	Maintain Supplies of Chemicals & Biological Agents	22	2

RUHHRT217	Maintain Properties & Structures	22	2
RUHHRT218	Establish Crops	22	2
RUHHRT219	Maintain Crops	22	2
RUHHRT220	Support Crop Harvesting	22	2
RUHHRT221	Carry Out Post-harvest Treatments	22	2
RUHHRT224	Undertake Propagation Activities	22	2
RUHHRT226	Undertake Irrigation Systems Maintenance Activities	22	2
RUHHRT232	Carry Out Canopy Management	22	2

Arboriculture Sector Stream

RUHHRT202	Treat Pests & Disease	22	2
RUHHRT203	Plant Trees & Shrubs	22	2
RUHHRT204	Communicate in the Workplace	22	2
RUHHRT206	Operate Tractors	22	2
RUHHRT207	Operate Equipment & Machinery	22	2
RUHHRT208	Prune Shrubs & Small Trees	22	2
RUHHRT209	Perform Above Ground Pruning	22	2
RUHHRT210	Provide Arboriculture Support	22	2
RUHHRT211	Treat Trees for a Range of Problems	22	2
RUHHRT212	Apply Chemicals & Biological Agents	22	2
RUHHRT213	Fell Small Trees	22	2
RUHHRT214	Transplant Small Trees	22	2
RUHHRT215	Protect Trees	22	2
RUHHRT216	Maintain Supplies of Chemicals & Biological Agents	22	2
RUHHRT222	Operate & Maintain Chainsaws	22	2
RUHHRT223	Climb Small Trees	22	2
RUHHRT227	Recognise plants, products & treatments	22	2
RUHHRT236	Undertake Stump Removal	22	2

Floriculture Sector Stream

RUHHRT201	Treat Weeds	22	2
RUHHRT202	Treat Pests & Disease	22	2
RUHHRT203	Plant Trees & Shrubs	22	2
RUHHRT204	Communicate in the Workplace	22	2
RUHHRT206	Operate Tractors	22	2
RUHHRT207	Operate Equipment & Machinery	22	2
RUHHRT212	Apply Chemicals & Biological Agents	22	2
RUHHRT216	Maintain Supplies of Chemicals & Biological Agents	22	2
RUHHRT217	Maintain Properties & Structures	22	2
RUHHRT218	Establish Crops	22	2
RUHHRT219	Maintain Crops	22	2
RUHHRT220	Support Crop Harvesting	22	2
RUHHRT221	Carry Out Post-harvest treatments	22	2
RUHHRT224	Undertake Propagation Activities	22	2
RUHHRT226	Undertake Irrigation Systems Maintenance Activities	22	2
RUHHRT232	Carry Out Canopy Management	22	2

Landscape Sector Stream

RUHHRT201	Treat Weeds	22	2
RUHHRT202	Treat Pests & Disease	22	2
RUHHRT203	Plant Trees & Shrubs	22	2
RUHHRT204	Communicate in the Workplace	22	2
RUHHRT206	Operate Tractors	22	2
RUHHRT207	Operate Equipment & Machinery	22	2
RUHHRT212	Apply Chemicals & Biological Agents	22	2
RUHHRT216	Maintain Supplies of Chemicals & Biological Agents	22	2
RUHHRT217	Maintain Properties & Structures	22	2
RUHHRT225	Maintain Drainage Systems	22	2
RUHHRT226	Undertake Irrigation Systems Maintenance Activities	22	2
RUHHRT227	Recognise plants, products & Treatments	22	2
RUHHRT238	Install Paving	22	2
RUHHRT239	Install Retaining Walls	22	2

RUHHRT240	Establish Turf	22	2

Park & Gardens Sector Stream

RUHHRT201	Treat Weeds	22	2
RUHHRT202	Treat Pests & Disease	22	2
RUHHRT203	Plant Trees & Shrubs	22	2
RUHHRT204	Communicate in the Workplace	22	2
RUHHRT205	Dig a Grave	22	2
RUHHRT206	Operate Tractors	22	2
RUHHRT207	Operate Equipment & Machinery	22	2
RUHHRT208	Prune Shrubs & Small Trees	22	2
RUHHRT212	Apply Chemicals & Biological Agents	22	2
RUHHRT213	Fell Small Trees	22	2
RUHHRT214	Transplant Small Trees	22	2
RUHHRT215	Protect Trees	22	2
RUHHRT216	Maintain Supplies of Chemicals & Biological Agents	22	2
RUHHRT217	Maintain Properties & Structures	22	2
RUHHRT222	Operate & Maintain Chainsaws	22	2
RUHHRT224	Undertake Propagation Activities	22	2
RUHHRT225	Maintain Drainage Systems	22	2
RUHHRT226	Undertake Irrigation Systems Maintenance Activities	22	2
RUHHRT227	Recognise plants, products & Treatments	22	2
RUHHRT233	Renovate Grassed Areas	22	2
RUHHRT237	Support Revegetation Works	22	2
RUHHRT238	Install Paving	22	2
RUHHRT240	Establish Turf	22	2
RUHHRT241	Conduct Visual Inspection of Park Facilities	22	2

Turf Management Sector Stream

RUHHRT201	Treat Weeds	22	2
RUHHRT202	Treat Pests & Disease	22	2
RUHHRT203	Plant Trees & Shrubs	22	2
RUHHRT204	Communicate in the Workplace	22	2
RUHHRT206	Operate Tractors	22	2
RUHHRT207	Operate Equipment & Machinery	22	2
RUHHRT212	Apply Chemicals & Biological Agents	22	2
RUHHRT216	Maintain Supplies of Chemicals & Biological Agents	22	2
RUHHRT217	Maintain Properties & Structures	22	2
RUHHRT225	Maintain Drainage Systems	22	2
RUHHRT226	Undertake Irrigation Systems Maintenance Activities	22	2
RUHHRT227	Recognise plants, products & Treatments	22	2
RUHHRT233	Renovate Grassed Areas	22	2
RUHHRT234	Prepare Turf Surfaces for Play	22	2
RUHHRT235	Support Turf Construction	22	2
RUHHRT240	Establish Turf	22	2

Plus an additional 6 points from other Horticulture or Agriculture units of competency (at any level) chosen by the student with the approval of the Head of Department.

Diploma in Natural Resource Management

Course Code: 2509ACC

Course Objective

The primary objective of this course is the provision of knowledge and skills currently required by field staff such as rangers, land protection or fisheries and wildlife officers, who wish to gain employment or are employed in various government Departments, private sector, contractors, and other agencies responsible for the management of natural resources.

Entry Requirements

Satisfactory completion of VCE or satisfactory completion of Year 11, plus satisfactory completion of other relevant course in TAFE amounting to at least on year's equivalent full-time study, or be of mature age and assessed by the school as being capable of successfully completing the course.

Course Duration

This course is offered on a full-time basis over two years full time or part time equivalent.

Course Structure

This course consists of:
- A set of core and elective subjects which constitute a minimum of 1504 hours.
- A practical placement program in which students will undertake 280 hours on industry work.

Core Modules

Module Code		Hours
1.12A	Wildfire Behaviour 1	4
AAA601	Work Placement 1	50
AAA630	Computer Fundamentals	25
AAA631	Scientific Spreadsheet Applications	25
AAA604	Practical Project	50
AAA632	Scientific Database Applications	25
AAA722	Plant Identification	50
AAA724	Ecological Principles	50
AAA725	Ecological Techniques	50
AAA727	Soil Science	60
ABD507	Occupational Health & Safety for the NaturalResource Management Industry	20
NCS005	Dealing with Conflict	20
NCS006	Writing Workplace Documents	20
NCS009	Negotiation Skills	20
NCS010	Team Building	20
NCS015	Present Reports	20
NCS018	Dealing with Customers & Clients	20
NGMS113	Managing Finance– Setting & Achieving Budgets	20
VBB335	Orientation to the Natural Resource Management Industry	60
VBB336	Biology	40
VBB337	Environmental Law	30
VBB338	Geology	45
VBB339	Animal Identification	40
VBB340	Coastal & Catchment Aquatic Management	50
VBB341	Resource Assessment	50
VBB342	Resource Management Planning	20
VBB343	Natural Resources Mapping Systems	20
VBD250	Work Placement 2	75

Elective Modules

Module Code		Hours
1.12B	Wildfire Suppression 1	40
2.28	Wildfire Behaviour 2	30
2.29	Wildfire Suppression 2	40
AAA641	Laboratory Mathematics	50
AAA642	Statistics & Methods of Sampling	40
AAA728	Hydrology	60
AAA751	Chemical Principles	50
AAA752	Chemical Laboratory Techniques	50
NCS007	Presenting Information	20
NCS012	Meetings	20
NCS014	Speaking in Public	20
NGMS108	Managing & Organising Work for Goal Achievement	40
VBB334	Advanced Mapping Systems	40
VBB345	Aquatic Science	80
VBB346	Catchment & Land Management	80

VBB348	Cultural Resource Management	50
VBB349	Fire in Resource Management	30
VBB350	Fisheries Management	80
VBB353	Hydrogeology	40
VBB354	Hydrography	50
VBB355	Introduction to Wildlife Management	40
VBB357	Pest Animal Management	50
VBB358	Pest plant Management	20
VBB359	Project Management	40
VBB364	Week Identification & Control	30

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

School of Further Education and Employment Services

The School of Further Education and Employment Services is responsible for delivery of all Further Education Programs within the TAFE Division of the University and for delivery of Vocational Programs including Performing Arts, Music and Professional Writing and Editing. The Department of Employment and Training Services is the School's predominant commercial section. Teaching Programs are delivered at the University campuses at Footscray Nicholson, St Albans, Werribee, Melton, Sunbury, City King and Flinders, and Sunshine Ballarat Road, and Employment Services across the Metropolitan Region of Melbourne.

The School consists of the following departments and programs:

Adult Literacy and Work Education Department consists of Work Education Programs, Adult Basic Education Programs, Concurrent Assistance and Communication Skills servicing across the TAFE Division, as well as the management of the Maths Learning Centre and a Literacy Learning Centre. The department offers a range of Adult Literacy, Numeracy and return to study programs including the Certificates in General Education for Adults, Certificate IV in Further Education and Certificate I in Work Education.

Arts and Preparatory Programs Department includes the following program areas: Adult VCE offering Units 1 to 4 and a Pilot VCE for 15-17 Year Olds; Liberal Arts and Preparatory Programs which include Preparation for Tertiary Studies and Science for Nurses; Women's Education Programs which offers ESL, Literacy and Access courses, and Writing and Performance Programs including Certificates IV in Performing Arts Festival Studies and Theatre Studies as pathway to the Diploma of Performing Arts (Small Companies and Community Theatre).

Employment and Training Services Department has responsibility for managing a number of significant Service Contracts funded by the Commonwealth Government. These include: New Apprenticeships Centres (NACs) and Employment Services both delivered through the Jobs Plus Unit within the Department. The Work for the Dole Program, delivered by the Community Initiatives Program has achieved national recognition for excellence. The Department also offers a Language and Literacy Assessment service and fee paying Short Courses. The Department's major focus is on identifying new employment initiatives as they are developed at local, state and federal levels and responding to these opportunities to ensure the University plays a key role in assisting employment growth in the community and enhancing the employability of its clients.

Language Studies Department offers a range of English Language Programs and Languages Other Than English (LOTE) as short courses on a fee-paying basis. The Language and Literacy Self Access Centres provide unique opportunities for students within the TAFE Division to access individual learning support using self-paced learning packages. The department has received national recognition for its student outcomes in the prestigious English for Health Professional course, funded by AEMP sources. The department is also recognized for its expertise in the delivery of programs to disadvantaged youth and pathways to mainstream TAFE and Higher Education courses.

Music Programs are currently offered at the Sunbury Campus which includes Certificate IV and Diploma of Contemporary Performance and Sound Production. The Manager Music Programs is also responsible for ensuring the expansion of Music Programs including liaison with the Melba Conservatorium of Music, Higher Education Division Faculties and industry to support the University in the establishment of Sunbury Campus as a significant site for music education and training.

A major role of the School is the provision of specialised educational services to the TAFE Division and Industry. These include the provision of student learning support (Concurrent Assistance) and general preparatory programs through its well equipped Language and Literacy Self Access Centres and Maths Learning Centre. As well, specialised tuition is provided to students in all mainstream departments in literacy, numeracy and study skills, which supports the University's PAS Policy.

The School employs a Language and Literacy Industry Consultant who provides an advisory service to the School regarding the special needs of industry for language, literacy and communication skills tuition and training. A major role of the consultant is to promote the School's Language and Literacy Services to industry and the community, and consequently negotiates contracts for industry based delivery of the School's services on an ongoing basis.

It is important for the School to continue with the development of innovation in delivery and development of programs, to ensure that it retains its status as a provider of quality education and training. The School has responded to initiatives arising from the Kirby Report recommendations from the review of Post Compulsory Education in Victoria by providing a Pilot VCE Program for 15 to 17 year olds, funded by ETTE; and the implementation of the Managed Individual Pathways Project (MIPs) which provides support to 15-17 year olds enrolled in TAFE programs who are on Youth Allowance. An example of educational leadership in curriculum development is the Project funded by ACFE Sector for the re-accreditation of the Diploma of Liberal Arts undertaken by the staff of the Liberal Arts and Preparatory Program. The ongoing development of music performance and technology programs at Sunbury Campus is an initiative which supports the University's strategic plan to establish a major Music Education Complex at the campus in conjunction with the Melba Conservatorium of Music.

The School educational initiatives are a model of best practice in flexible delivery and use of new learning technologies. These include: a multimedia centre utilising learning technologies in the Women's Education Programs; a home page for the on-line Assessment and Moderation of the Certificates in General Education for Adults (CGEA); a website Maths Connexions for Adults (Online), as well as the development of on-line delivery of modules within the Diploma of Liberal Arts such as 'Text and Culture'.

The School, as part of its commercial operations, has a history of tendering for a government funded projects and programs to complement and enrich its recurrently funded program profile. Successful tenders include: ANTA – Innovative Adult Literacy Projects; ETTE development of on-line modules within the Diploma of Liberal Arts; DETYA for a range of labour market training projects and services including New Apprenticeships Support Services and Work for the Dole; DEWRSB for Job Match Services and the Department of Human Services with the Futures program for people with special needs as well as preliminary VET in Schools initiatives relevant to year 10 students not yet ready for the conventional VETIS.

A considerable proportion of students enrolled in the School's programs are adults returning to study and from a Non-English Speaking Background. These students are predominantly enrolled in the School's further education programs. The School was successful in submission for a Project with ETTE, to deliver in 2001 a Pilot VCE for 15-17 year olds as a response to the Kirby Report recommendations for youth.

Nel Cook
Associate Director
Head, School of Further Education & Employment Services

Department of Adult Literacy & Work Education

The Department of Adult Literacy and Work Education – TAFE conduct a wide range of courses from entry level to Certificate level in the fields of language, literacy, access and preparatory to serve the communities of the central and western metropolitan region of Melbourne.

Many Adult Literacy and Work Education courses are designed to build on the existing skills and experience of adults who wish to return to study or enter/re-enter the paid workforce. They offer alternative entry pathways into TAFE and Higher Education, Certificate, Diploma and degree courses at Victoria University of Technology or other Institutes and Universities.

Many programs operate as preparatory or bridging programs into TAFE or Higher Education, through a re-orientation to study and/or skill development in the general areas of language, literacy and numeracy and/or in specific vocational/academic areas.

Course Codes

2112AFC	Certificate I in General Education for Adults (Foundation)
2212AKC	Certificate II in General Education for Adults
2212ALC	Certificate II in General Education for Adults (Further Study)
15598VIC	Certificate I in Vocational Studies (Transport & Distribution)
21014VIC	Certificate IV in Further Education
21015VIC	Diploma of Further Education
	Specialised Programs
21108VIC	Certificate I in Work Education

Daryl Evans
Head, Department of Adult Literacy and Work Education – TAFE

Adult Basic Education Courses

Certificate I in General Education for Adults (Foundation)

Certificate II in General Education for Adults

Certificate II in General Education for Adults (Further Study)

COURSE CODE: 2112AFC Certificate I
COURSE CODE: 2212AKC Certificate II
COURSE CODE: 2212ALC Certificate II (Further Study)

Course Objective

This range of certificates is designed to improve skills in reading and writing, oral communication, numeracy and mathematics, as well as improve general education knowledge.

These courses aim to provide the student with:
an accredited general education course at AQF Level 1 or 2
skill development in reading, writing, numeracy, oral communication, basic computing and generic skills to meet personal needs and facilitate participation in the community, workplace and further education and training
pathways to further education and training.

Certificate I in General Education for Adults (Foundation)

At the Foundation level, students study reading and writing, mathematics, basic computing and a range of general education modules to improve basic skill levels.

Certificate II in General Education for Adults

and

Certificate II in General Education for Adults (Further Study)

Students can then select to study further in any or all of the following four streams:
Reading and Writing
Oral Communications
Numerical and Mathematical Concepts
General Curriculum Options (general education modules).

Skills developed in each of these streams equip students for further study in TAFE or VCE courses.

Study at this level will also lead to more effective use of communication systems in workplaces.

Entry Requirements

All students who wish to study within the Certificates in General Education for Adults will be asked to meet with a teacher for an initial Assessment and placement interview. This interview will determine students' existing skills and enable placement into the level which best suits their needs.

Course Duration

Each module runs for approximately 80 hours per semester. Variations exist depending on the choice of full-time or part-time study.

Prerequisite(s)

Certificate I in General Education for Adults (Foundation)

To qualify for admission to this course students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.

Certificate II in General Education for Adults

In addition, the student should possess skills equivalent to Certificate I in General Education for Adults (Foundation), that is, Level 2 in all four streams.

Certificate II in General Education for Adults (Further Study)

In addition, the student should possess skills equivalent to Certificate I in General Education for Adults (Foundation), that is, Level 2 in all four streams) and Certificate II in General Education for Adults (that is, Level 3 in at least three of the four streams.

As the course is run across four levels (and a range of levels is offered across different campuses), students can be placed into the level which best suits their existing skills.

The modules within a stream are sequential but students do not have to enter at Level 1 and work their way to exit Level 4. Flexible entry and exit points allow prior knowledge and skills to be taken into account.

Course Structure

Certificate I in General Education for Adults (Foundation)

Module Code		Hours
VBC850	Reading & Writing I	80
VBC854	Oral Communications I	80
VBC858	Numeracy & Mathematics I	80
VBC862	General Curriculum Options I	80
VBC851	Reading & Writing II	80
VBC855	Oral Communications II	80
VBC859	Numeracy & Mathematics II	80
VBC863	General Curriculum Options II	80

Certificate II In General Education for Adults

VBC852	Reading & Writing III	80
VBC856	Oral Communications III	80
VBC860	Numeracy & Mathematics III	80
VBC864	General Curriculum Options III	80

Certificate II In General Education for Adults (Further Study)

VBC853	Reading & Writing IV	80
VBC857	Oral Communications IV	80
VBC861	Numeracy & Mathematics IV	80
VBC865	General Curriculum Options IV	80

Assessment

Each learning outcome within each module is assessed. 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 or oral texts, presentations, assignments, project case studies, and practical exercises.

The Certificate I in General Education for Adults (Foundation) is granted when a student completes the core modules or successfully demonstrates competence at Level 2 (of four levels) in all four streams.

At the completion of any module, a student can be granted a Statement of Attainment.

The Certificates in General Education for Adults provide multiple exit points for students:
on completion of a single module
on completion of multiple modules
on completion of Certificate I in General Education for Adults (Foundation)
on completion of Certificate II in General Education for Adults
on completion of Certificate II in General Education for Adults (Further Study).

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Specialised Programs

The following programs may also be available based on demand:
English Skills for Industry
Computer Literacy
Basic Science
Bridging the Gap – Preparation for Entry Selection Tests
Creative Writing

Flexible Learning Opportunities

Flexible Learning Strategies (Literacy) – distance mode
Maths Skills Development available in the Maths Learning Centre – open access
Literacy Skills development available in the Literacy Learning Centre – open access
Creative Writing/ Self Publishing available in the Rotunda Community Writing Centre – open access

Additionally, programs can also be customised for part-time students or industry-based training.

Courses are available at Footscray Nicholson, St Albans, Sunbury and Werribee Campuses.

Certificate I in Vocational Studies (Transport and Distribution)

COURSE CODE: 15598VIC

Course Objective

The course aims to provide students with a framework to develop workforce-relevant social and personal skills and an understanding of work in specific industries. It provides knowledge and skills for students to make informed choices about vocational and career paths and enhances employment prospects across a range of occupations.

Entry Requirements

To qualify for admission to the course, applicants must have the ability to: read, comprehend and discuss printed familiar information in English;
write simple sentences; and
participate in small informal groups.

Applicants wishing to undertake the units in the Driving stream will need to possess a current drivers license.

Course Duration

The course may be offered on a full-time basis over 240 - 250 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
VBH722	Career Planning	40
VBH723	Industry Familiarisation	40
VBH724	Workplace Skills	40

Stream Units (students select one stream)

Warehousing Stream

TDTD197	Shift Material Safely	20
TDTD297	Use Manual Handling Equipment	20

Driving Stream

TDTC197	Drive Vehicles	30
TDTI297	Apply Customer Service Skills	20

Elective Units

80 hours of elective units selected by the student having regard to the list of relevant units in Certificate in Certificate I in Vocational Studies (Transport and Distribution) 15598VIC Curriculum Document, published July 1999.

Diploma of Further Education

Certificate IV in Further Education

COURSE CODE: 21015VIC Diploma

COURSE CODE: 21014VIC Certificate IV

Course Objectives

This course provides an alternative pathway into tertiary education for those whose personal, geographical, family, educational history and other circumstances means that they are disadvantaged and/or unable to gain entry to courses via existing mechanisms. The Diploma of Further Education is a nested framework curriculum in which there is an exit point at Certificate IV. Through its core modules, it provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

The course recognises that a relaxed atmosphere of enquiry combined with opportunity to work on an individual study pathway for the future offers a good beginning point for students who wish to go further into mainstream study.

Entry Requirements

Applicants should be 16 years and over. Adults who have left school without a Year 12 pass are particularly suitable.

Additionally, applicants should demonstrate skills in literacy and numeracy equivalent to level 3 within Certificate II in General Education for Adults. Skills equivalent to Certificate II in General Education for Adults (Further Study) are preferable.

Course Duration

This course is offered on a full-time basis over one year (total of 420 hours). To achieve the Diploma in Further Education an additional 600 hours will need to be undertaken in a second year.

Course Structure

Certificate IV in Further Education

Core Modules

Module Code		Hours
BBJ 506	Reflective Learning & Practice 1A	70
BBJ 507	Reflective Learning & Practice 1B	70

Negotiated Modules (some examples may include)

(at least four to be completed at AQF level 4 or higher)

Oral Communication	~40
Written Communication	~40
Interpersonal Skills	~40
Use of Internet	~40
Computing Skills	~40
Mathematical Skills	~40
Specific Skills (needed for Adult Entry into targeted course)	~40
Study Skills	~40

Elective Modules

(to be selected from currently accredited VET modules or endorsed units of competency)

~120
420 hours

Diploma of Further Education

Core Modules

Module Code		Hours
BBJ 508	Reflective Learning & Practice 2A	~60
BBJ 509	Reflective Learning & Practice 2B	~60

Elective Modules

(To be selected from currently accredited VET modules or endorsed units of competency and may include at least one higher education subject). ~480 hours

Elective modules may be taken from the framework or from any accredited course. ~600 hours

Certificate I in Work Education

COURSE CODE: 21108VIC

Course Objectives

This is a post secondary course designed to prepare people with special learning needs for competitive mainstream employment involving routine tasks under supervision, or further vocational training.

The course introduces students to full-time adult learning in a valued, mainstream setting.

Course aims are:
To develop confidence in a university and industry based valued learning environment;
To develop effective communication skills through a range of verbal and non-verbal strategies;
To develop confidence, skills and strategies to competently manage pathways in future employment and/or education and training;
To develop personal organisational skills related to employment and vocational education and training

Entry Requirements

Minimum age 16
Have special learning needs (associated with intellectual, learning, psychological disability)
Have potential and motivation for employment
Have the support of his or her family or advocate

Course Duration

This course is offered on a full-time basis over two years. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
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
VBC858	Numeracy & Mathematics 1	80
VBK163	Career Planning	80
VBK164	Workplace Education	300
VBK165	Vocational Electives	400

Electives

An additional 400 hours of electives is offered over the 2-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 7 weeks of Practical Placement during the course.

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Department of Arts & Preparatory Programs

The Department of Arts and Preparatory Studies – TAFE conduct a wide range of courses which provide vocational education for a variety of Arts and Preparatory occupations ranging from pre-employment through to para-professional level.

Course Codes

21124VIC	Diploma of Arts (Small Companies & Community Theatre)
2124VIC	Diploma of Arts (Professional Writing & Editing)
21123VIC	Certificate IV in Professional Writing & Editing
2100KFM	Access Program – Women
2290HZB	Science for Nurses [Gateway to Nursing & the Health Sciences]
2200LZO	Preparation for Tertiary Studies (Arts)
14378VIC	Certificate I in ESL Access
14379VIC	Certificate II in ESL Access
2112AFC	Certificate I in General Education for Adults (Foundation)
2212AKC	Certificate II in General Education for Adults
2212ALC	Certificate II in General Education for Adults (Further Study)
2503ANC	Diploma of Liberal Arts
2403AGC	Certificate IV in Liberal Arts
2200LZV	Adult Victorian Certificate of Education (VCE)

Virginia Saint-James
Head, Department of Arts and Preparatory Programs – TAFE

Diploma of Arts (Small Companies and Community Theatre)

COURSE CODE: 21052VIC

Course Objective

The Diploma of Arts (Small Companies & Community Theatre) aims to provide the knowledge and skills required for employment in small companies and community theatres. It is appropriate for multi-skilled theatre workers who have some technical and performance skills. The course is designed to enable students to develop, manage and market productions for small companies, community theatres, festivals and events.

Entry Requirements

To qualify for admission to the course, applicants must have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults state-wide accredited curriculum (published December, 1996).

Course Duration

Full time for one year. Flexible learning arrangements may include off-campus study, workshops or workplace facilities.

The Diploma of Arts (Small Companies & Community Theatre) may be offered on a full-time basis over 1849 nominal hours or part-time equivalent.

Course Structure

Module Code		Hours	
BSXFMI503A	Establish & Manage Effective Workplace Relationships		60
CUESET5A	Assist in Making Sets	65	
CUESMT5A	Manage the Performance	120	
CUEEVT1A	Plan & Manage Events	100	
CUETGE1A	Undertake Simple Lighting/Sound/Audio Visual Activities	60	
CUETGE3A	Bump-In the Show	40	
VBJ300	Acting 1	75	
VBJ301	Voice 1	50	
VBJ302	Movement 1	50	
VBJ303	Improvisation 1	50	
VBJ306	Script Writing	50	
VBJ308	Circus Skills	50	
VBJ310	Puppetry	50	
VBJ311	Acting 2	50	
VBJ313	Movement 2	50	
VBJ314	Improvisation 2	50	
	Total Hours	970	
BSXFMI503A	Establish & Manage Effective Workplace Relationships		60
CUESET5A	Assist in Making Sets	65	
CUESMT5A	Manage the Performance	120	
CUEEVT1A	Plan & Manage Events	100	
CUETGE1A	Undertake Simple Lighting/Sound/Audio Visual Activities	60	
CUETGE3A	Bump-In the Show	40	
VBJ300	Acting 1	75	
VBJ301	Voice 1	50	
VBJ302	Movement 1	50	
VBJ303	Improvisation 1	50	
VBJ306	Script Writing	50	
VBJ311	Acting 2	50	
VBJ312	Voice 2	50	
VBJ313	Movement 2	50	
VBJ314	Improvisation 2	50	
VBJ316	Music in Performance	50	
	Total Hours	970	
BSXFMI503A	Establish & Manage Effective Workplace Relationships		60
BSXFM1506A	Manage Workplace Information	60	
CUECOR2A	Work with Others	15	
CUEEVT1A	Plan & Manage Events	100	
CUEIND1A	Apply Organisation & Industry Knowledge	10	
CUELGT5A	Operate Lighting	50	
CUEMAR3A	Undertaking Marketing Activities	40	
CUESMT2A	Prepare for Rehearsal	140	
CUESMT3A	Co-ordinate Rehearsals	140	
CUESMT4A	Co-ordinate Final Production Process	140	
CUESMT5A	Manage the Performance	120	
CUESET5A	Assist in Making Sets	65	

CUESMTIA	Assist in Stage Managing the Production	65
CUESOU3A	Operate Sound Equipment	80
CUETHTCORO2A	Work in a Socially Diverse Environment	
CUETHTCORO31	Follow Health, Safety & Security Procedures	5
THTGHSO3A	Provide First Aid	24
VBJ300	Acting 1	75
VBJ301	Voice 1	50
VBJ302	Movement 1	50
VBJ303	Improvisation 1	50
VBJ304	Australian Theatre	50
VBJ305	Australian Community Theatre	50
VBJ306	Script Writing	50

Diploma of Arts (Professional Writing and Editing)

Incorporating–

Certificate IV in Professional Writing and Editing

COURSE CODE: 21124VIC Diploma

COURSE CODE: 21123VIC Certificate IV

Course Objectives

The Certificate IV in Professional Writing and Editing 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 from the short interest courses to formal graduate and post graduate courses.
The Diploma of Arts (Professional Writing and Editing) aims to:
provide student with an awareness of marketing in terms of their own work, and to develop knowledge of the markets available to the professional writer and editor;
promote students' analytical and problem solving skills in relation to both written work and communication aspects of the industry;
develop skills in the and application of research, design and implementation principles within both freelance and industry projects;
provide a knowledge of the process of following through more detailed and lengthy projects to successful conclusion.

Entry Requirements

To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing before being selected for an interview.

Pre-requisite for the Diploma of Arts (Professional Writing and Editing) is the Certificate IV in Professional Writing and Editing.

Course Duration

The Certificate IV in Professional Writing and Editing may be offered on a full-time basis over 680 nominal hours or part-time equivalent.

The Diploma of Arts (Professional Writing and Editing) may be offered on a full-time basis over 1224 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Certificate IV in Professional Writing and Editing

Core Modules

Module Code		Points
VBK382	Computer Skills for Writers & Editors	1
VBK383	Editing 1A	1
VBK384	Editing 1B	1
VAC474	Industry Overview 1	1

Elective Modules

At least 2 points from **(i)**. The remaining 4 points may be chosen from **(i)**, **(ii)** and modules with asterisk * as indicated.

(i) (at least 2 points must be selected from this group)

Module Code		Points
VAA408	Applied Writing for Public Relations 1	1
VAA409	Applied Writing for Public Relations 2	1
VAE344	Corporate Writing 1A	1
VAN041	Corporate Writing 1B	1
VBK385	Introduction to Fiction Writing 1	1
VAE272	Non Fiction 1A	1
VAN037	Non Fiction 1B	1
VAE281	Novel 1A	1
VAN039	Novel 1B	1
VAE831	Poetry 1A	1
VAN043	Poetry 1B	1
VAE863	Popular Fiction 1A	1
VAN044	Popular Fiction 1B	1
VAE552	Screenwriting 1A	1
VAN042	Screenwriting 1B	1
VBK386	Script Writing 1A	1
VBK387	Script Writing 1B	1
VAE913	Short Story 1A	1
VAN045	Short Story 1B	1
VBK388	Writing for Children (Young Readers) A	1*
VBK389	Writing for Children (Young Readers) B	1*
VBK390	Writing for Radio	1*
(ii)		
VAD964	Design & Layout	1*
VAC412	Desktop Publishing 1	1*
VAC391	Internet Skills for Writers & Editors	1*
VBK392	Literature for Writers A	1*
VBK393	Literature for Writers B	1*
VBK394	Photography for Writers	1*
VAE919	Practical Placement	1*
VBK395	Role of the Editor	1*
VAG831	Writer & Research	1*

Note: One point equals nominal duration 68 hours.

*May be undertaken as part of a Certificate IV *or* Diploma.

Diploma of Arts (Professional Writing and Editing)

Core Modules

Module Code		Points
VBK382	Computer Skills for Writers & Editors	1
VBK383	Editing 1A	1
VBK384	Editing 1B	1
VAC474	Industry Overview 1	1

Elective Modules

At least 2 points from **(i)**. The remaining 4 points may be chosen from **(i)** or **(ii)** and modules with asterisk * as indicated.

(i) (at least 2 points must be selected from this group)

VAA408	Applied Writing for Public Relations 1	1
VAA409	Applied Writing for Public Relations 2	1

VAE344	Corporate Writing 1A	1
VAN041	Corporate Writing 1B	1
VBK385	Introduction to Fiction Writing 1	1
VAE272	Non Fiction 1A	1
VAN037	Non Fiction 1B	1
VAE281	Novel 1A	1
VAN039	Novel 1B	1
VAE831	Poetry 1A	1
VAN043	Poetry 1B	1
VAE863	Popular Fiction 1A	1
VAN044	Popular Fiction 1B	1
VAE552	Screenwriting 1A	1
VAN042	Screenwriting 1B	1
VBK386	Script Writing 1A	1
VBK387	Script Writing 1B	1
VAE913	Short Story 1A	1
VAN045	Short Story 1B	1
VBK388	Writing for Children (Young Readers) A	1*
VBK389	Writing for Children (Young Readers) B	1*
VBK390	Writing for Radio	1*
(ii)		
VAD964	Design & Layout	1*
VAC412	Desktop Publishing 1	1*
VAC391	Internet Skills for Writers & Editors	1*
VBK392	Literature for Writers A	1*
VBK393	Literature for Writers B	1*
VBK394	Photography for Writers	1*
VAE919	Practical Placement	1*
VBK395	Role of the Editor	1*
VAG831	Writer & Research	1*

(iii) (at least 5 points must be selected from this group)

VAA209	Advanced Novel 2	1
VBK396	Advanced Screenwriting Project 2	1
VAA410	Applied Writing for Public Relations 3	1
VAA411	Applied Writing for Public Relations 4	1
VBK397	Authoring a Multimedia Product 2	1
VAA910	Corporate Writing 2A	1
VAN028	Corporate Writing 2B	1
VAA980	Desktop Publishing 2A	1
VAN029	Desktop Publishing 2B	1
VAD728	Editing 2A	1
VAN035	Editing 2B	1
VBK398	Industry Overview 2	1*
VBK399	Literary Non Fiction Project 2	1
VAB933	Myths & Symbols A	1*
VAN031	Myths & Symbols B	1*
VAE273	Non Fiction Project 2A	1
VAN038	Non Fiction Project 2B	1
VAE282	Novel 2A	1
VAN040	Novel 2B	1
VAC389	Performance Workshop 2	1
VAD260	Playwriting 2A	1
VAN034	Playwriting 2B	1
VBK400	Poetry 2A	1
VBK401	Poetry 2B	1
VAE544	Scientific/Technical Writing 2	1
VBK402	Screenwriting 2A	1
VBK403	Screenwriting 2B	1
VAF066	Short Story 2A	1
VAN046	Short Story 2B	1
VAF128	Small Press Publishing 2	1
VBK404	Writing for Children (Older Readers) A	1*
VBK405	Writing for Children (Older Readers) B	1*
VAM131	Writing for Young Adults A	1*
VAN050	Writing for Young Adults B	1*
VAM123	Writing Histories 2A	1
VAN048	Writing Histories 2B	1
VBK406	Writing an Interactive Multimedia Sequence 2	1

* May be undertaken as part of a Certificate IV OR Diploma.

The 3 remaining elective points may be selected by the student with the approval of the Head of Department.

Note: 1 points equal nominal duration 68 hours

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Access Program – Women

COURSE CODE: 2100KFM

Course Objectives

This course is designed to meet the needs of women wanting to return to study or the workforce, or in other ways wanting to improve their skills.

Entry Requirements

In order to apply for this course, applicants are required to attend an interview.

Course Duration

Courses are available both full time and part time at different levels.

Course Structure

This course structure may be selected from the following modules and adapted to meet the need of the student.

Module Code		Hours
WE081	Accounting/Bookkeeping	72
WE179	Work Preparation	90
WE182	English	36
WE184	Health Science	36
WE189	Learning to Learn	20
Computing Elective Modules		
WE190	Introductory Computing	10
WE191	Keyboarding	10
WE192	Wordprocessing 1	20
WE193	Wordprocessing 2	20
WE194	Wordprocessing 3	20
WE198	Wordprocessing 4	20
WE199	Presentation package	20
WE200	File Management	10
WE201	Introduction to Internet	10
WE202	Spreadsheets	40
WE203	Database	40
WE204	Wordprocessing for Business	20

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

Assessment

Students should be assessed across a wide range of tasks integrated into practice.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Science for Nurses [Gateway to Nursing and the Health Sciences]

COURSE CODE: 2290HZB

Course Objectives

To enable mature age applicants to achieve the minimum entry requirements into the Bachelor of Health Science – Nursing or Acupuncture, or Certificate IV in Health (Nursing)

Entry Requirements

Students should be able to demonstrate a reasonable level of competency in reading and writing. Students with limited English skills would be advised to take an English for Vocational Training and Further Study course or a similar language or literacy program prior to entry.

Course Duration

Twelve hours per week for 17 weeks.

Course Structure

Module Code		Hours
	Nursing Calculations	51
ABD714	Chemistry for the Life Sciences	51
HOR251	Introduction to Botany	30
VAD040	Human Biology	68
VAM471	Study Skills for Health Sciences	51

Assessment

Assessment is based on attendance, completion of essays and reports and tests.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Preparation for Tertiary Studies [Arts]

COURSE CODE: 2200LZO

Course Objectives

This course aims to improve study skills and introduce the range of modules in the Bachelor of Arts, Community Development, Social Work and Teacher Education. This course includes introductory lectures in degree modules by Faculty of Arts lecturers.

Entry Requirements

To qualify for entry into this course applicants will generally be over 21 years and not have attempted VCE in the last 3 years. Applicants will be assessed at interview for suitable literacy levels.

Course Duration

This course has a total of 102 nominal hours over a 17-week semester.

Assessment

The Assessment grade for the course is a non-graded result.

Articulation Links

Successful completion of the course enhances entry into the Bachelor of Arts, and other Social Sciences courses.

Certificate I in ESL Access

COURSE CODE: 14378VIC

Course Objectives

This course is designed to meet the needs of women wanting to return to study or the workforce, or in a other ways wanting to improve their skills.

Entry Requirements

Each applicant's English language proficiency is assessed for placement in the appropriate class. Selection is by interview.

Course Duration

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

Course Structure

Module Code		Hours
WE115	Maths	108
WE129	Computer-Aided Language Learning	72
WE166	ESOL	504

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in ESL Access

COURSE CODE: 14379VIC

Course Objectives

This course aims to provide non-English speaking background students with English language skills necessary for improvement of their employment/further education prospects.

Entry Requirements

To qualify for entry, students are required to have English Language skills at a minimum of ASLPR 1+.

Course Duration

This course may be offered full time over one year or part-time equivalent.

Course Structure

Students are assessed across a wide range of tasks integrated into classroom activities.

The structure is as follows:

Module Code		Hours
ITF201	Word Processing Fundamentals	34
ITF205	Database Fundamentals	25
ITF207	Spreadsheet Fundamentals	24
VBA714	Casual Conversation	25
VBA715	Transactional Oral Communication	40
VBA716	Listening Comprehension Skills	32
VBA717	Listening for a Purpose	20
VBA718	Listening on the Telephone	34
VBA719	Personal Writing	20
VBA720	Letter Writing	24
VBA721	Form Filling	20
VBA722	Writing for Study Purposes	30
VBA723	Real Life Reading	20
VBA724	Reading for a Purpose	30
VBA725	Reading for Pleasure & Wide Reading	20
VBA726	Australian Studies – Geography	10
VBA727	Australian Aborigines & Torres Strait Islanders	15
VBA728	Australian Government	10

VBA729	Trade Unions in Australia	5
VBA730	Australian Legal System	10
VBA731	Settlement & Immigration – A Multicultural Perspective	15
VBA732	The Environment	10
VBA733	Current Affairs	9
VBA734A	Mathematics	54
VBA734B	Mathematics	54
VBA735	Introduction to Computers	20
VBA736	Computer Technology Extensions	5
VBA737	Employment & Education Guidance	60
VBA738	Occupational Health & Safety	25
VBA739	Healthy Living Skills	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificates in General Education for Adults

Certificate I in General Education for Adults (Foundation)

COURSE CODE: 2112AFC

Certificate II in General Education for Adults

COURSE CODE: 2112AKC

Certificate II in General Education for Adults (Further Study)

COURSE CODE: 2212ALC

Course Objectives

This range of certificates is designed to improve students reading and writing, oral communication, numeracy and mathematics and general education knowledge. This course aims to provide the student with:
an accredited general education course at AQF Level 1 or 2
skill development in reading, writing, numeracy, oral communication and generic skills to meet personal needs and facilitate participation in the community, workplace and further education and training
pathways to further education and training
Certificate I in General Education for Adults (Foundation)

At the Foundation level, students study reading and writing, mathematics and a range of general education modules to improve basic skill levels.

Certificate II in General Education for Adults
Certificate II in General Education for Adults (Further Study)

Students can then select to study further in any or all of the following four streams:
Reading and Writing
Oral Communications
Numerical and Mathematical Concepts
General Curriculum Options (general education modules)

Skills developed in each of these streams equip students for further study in TAFE or VCE courses.

Study at this level will also lead to more effective use of communication systems in workplaces.

Prerequisite(s)

Certificate I in General Education for Adults (Foundation)

To qualify for admission to this course students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.

Certificate II in General Education for Adults

To qualify for admission to this course students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.

In addition, the student should possess skills equivalent to Certificate I in General Education for Adults (Foundation) (that is, Level 2 in all four streams).

Certificate II in General Education for Adults (Further Study)

In addition, the student should possess skills equivalent to Certificate I in General Education for Adults (Foundation) (that is, Level 2 in all four streams) and Certificate II in General Education for Adults (that is, Level 3 in at least three of the four streams.

As the course is run across four levels (and a range of levels is offered across different campuses) students can be placed into the level which best suits their existing skills.

Entry Requirements

All students who wish to study within the Certificates in General Education for Adults will be asked to meet with a teacher for an initial Assessment and placement interview. This interview will determine the students existing skills and enable placement into the level which best suits the students needs.

Course Duration

Each module runs for approximately 80 hours per semester. Variations exist depending on the choice of full-time or part-time study.

Assessment

Each learning outcome within each module is assessed. 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 or oral texts, presentations, assignments, project case studies, and practical exercises.

The Certificate I in General Education for Adults (Foundation) is granted when a student completes the core modules or successfully demonstrates competence at Level 2 (of four levels) in all four streams.

At the completion of any module a student can be granted a Statement of Attainment.

The Certificates in General Education for Adults provide multiple exit points for students:
on completion of a single module
on completion of multiple modules
on completion of Certificate I in General Education for Adults (Foundation)
on completion of Certificate II in General Education for Adults
on completion of Certificate II in General Education for Adults (Further Study)

Course Structure

Certificate I in General Education for Adults (Foundation)

Module Code		Hours
VBC850	Reading & Writing I	80
VBC854	Oral Communications I	80
VBC858	Numeracy & Mathematics I	80
VBC862	General Curriculum Options I	80
VBC851	Reading & Writing II	80
VBC855	Oral Communications II	80
VBC859	Numeracy & Mathematics II	80
VBC863	General Curriculum Options II	80

Certificate II in General Education for Adults

VBC852	Reading & Writing III	80
VBC856	Oral Communications III	80
VBC860	Numeracy & Mathematics III	80
VBC864	General Curriculum Options III	80

Certificate II in General Education for Adults (Further Study)

VBC853	Reading & Writing IV	80
VBC857	Oral Communications IV	80
VBC861	Numeracy & Mathematics IV	80
VBC865	General Curriculum Options IV	80

The modules within a stream are sequential but students do not have to enter at Level 1 and work their way to exit Level 4. Flexible entry and exit points allow prior knowledge and skills to be taken into account.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Liberal Arts

Incorporating–

Certificate IV in Liberal Arts

COURSE CODE: 2503ANC Diploma
COURSE CODE: 2403AGC Certificate IV

Course Objectives

This course aims to develop general knowledge and skills for effective participation at University in the Arts and Social Science areas. This course also aims to develop competencies for the workplace where advanced communications skills and a broad general knowledge are an asset. Successful completion of the first year of this course will result in the award for the Certificate IV in Liberal Arts.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration

This course is offered on a full-time basis over two years, or part-time equivalent.

Course Structure

Year 1

Module Code		Hours
LAH008	Economy & Society	72
LAH101	Learning to Learn	90
LAH102	Enquiry & Presentation	54
LAH103	Wordprocessing Fundamentals	20
LAH104	Keyboarding	20
LAH105	Public Life – Past & Present	90
LAH106	Stories Cultures Tell Themselves: Myths & Sacred Texts	90
LAH107	Nature & its Human Transformations	90

Year 2

LAH201	Tradition & Modernity in Europe & Asia	180
LAH202	Research Project	90
LAH203	The History & Sociology of Human Relationships	90
LAH204	Urban Studies	90
LAH205	Theories of Human Personality	90
LAH206	Text & Culture 2	72

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Adult Victorian Certificate of Education (VCE)

COURSE CODE: 2200LZV

Course Objectives

VCE stands for the Victorian Certificate of Education which is the Year 11 and 12 taught at most Victorian secondary institutes.

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.

The VCE is issued by the Board of Studies (BOS). All students throughout the state do the same course.

Entry Requirements

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.

Definition of ADULT: Board Of Studies 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.

Students may take as many years as they need to satisfy this requirement. However, units 3 and 4 in a subject should be done in the same year. Students can combine modules from full-time and part-time attempts.

Modules obtained prior to the introduction of VCE can also be counted. Modules can be done at more than one institution in the same year

Note: Continuing students require 16 units to qualify for the VCE. Contact the School of Further Education and Employment Services for further information.

Course Duration

Victoria University of Technology conducts classes for VCE on a full-time and part-time basis.

Assessment

Units 1 and 2: students must complete satisfactorily the Unit's work requirements.

Unit 3 and 4: students' performance will be assessed by school assessed coursework throughout the year and a 2 hour end of year examination.

Course Structure

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. Students may study up to 24 units over the two year course. Units are broken into two levels: Unit 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. Unit 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 are intending 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 particularly true for Mathematics and Science modules. Students should check the pre-requisites suggested for units in the information brochure.

Year 11

VCE Day Class Codes		Hours
VA020	English 1	72
VA020	English 2	72
VA028	Information Technology 1	72
VA028	Information Technology 2	72
VA030	Physics 1	72
VA030	Physics 2	72
VA032	Chemistry 1	72
VA032	Chemistry 2	72
VA034	Biology 1	72
VA034	Biology 2	72
VA036	History 1	72
VA036	History 2	72
VA038	Accounting 1	72
VA038	Accounting 2	72
VA046	Psychology 1	72
VA046	Psychology 2	72
VA054	English (ESL) 1	108
VA054	English (ESL) 2	108
VA060	Legal Studies 1	72
VA060	Legal Studies 2	72
VA253	General Maths 1	72
VA253	General Maths 2	72
VA255	Maths Method I	72
VA255	Maths Method 2	72
VA402	Health & Human Development 1	72
VA402	Health & Human Development 2	72

Year 12

VA052	Business Management 3	68
VA052	Business Management 4	68
VA056	English (ESL) 3	102
VA056	English (ESL) 4	102
VA210	English 3	68
VA210	English 4	68
VA221	Accounting 3	68
VA221	Accounting 4	68
VA223	Biology 3	85
VA223	Biology 4	85
VA225	Chemistry 3	85
VA225	Chemistry 4	85
VA231	Health & Human Development 3	68
VA231	Health & Human Development 4	68
VA239	Legal Studies 3	68
VA239	Legal Studies 4	68
VA241	Physics 3	85
VA241	Physics 4	85
VA245	Psychology 3	68
VA245	Psychology 4	68
VA247	Australian History 3	68
VA247	Australian History 4	68
VA249	Information Technology 3 (IP & M)	85
VA249	Information Technology 4 (IP & M)	85
VA257	Further Maths 3	68
VA257	Further Maths 4	68
VA259	Maths Method 3	68
VA259	Maths Method 4	68

Year 11

VCE Evening Class Codes		Hours
VA285	Information Technology 1	72
VA285	Information Technology 2	72

Year 12

VA249	Information Technology (IP&M)	68
VA249	Information Technology (IP&M)	68
VA271	English Literature 3	59.5
VA271	English Literature 4	59.5
VA289	Specialist Maths 3	59.5

VA289   Specialist Maths 4   59.5

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Music Programs

TAFE Music currently offers 5 courses in the areas of music Performance/Composition, Sound Production and Business. These vocational courses provide education and training to equip students with industry standard skills.

Course Codes

13057VIC	Certificate IV in Music Industry Skills (Performance /Composition)
13058VIC	Diploma of Contemporary Music (Performance /Composition)
14266VIC	Certificate IV in Music Industry Skills (Sound Production)
14475VIC	Diploma of Sound Production
CUS40301	Certificate IV in Music Industry (Business)

Jennifer Turner
Manager, Music Programs

Certificate IV in Music Industry Skills (Performance/Composition)

COURSE CODE: 13057VIC

Course Objective

This course aims to meet the needs of the contemporary music industry in the preparation of musicians capable of being employed in a variety of workplace environments.

Entry Requirements

The entry requirements for this course are by interview and audition. Students may apply without completing the Certificate II in Music Industry Skills but must demonstrate skills and competencies at Certificate III level.

Course Duration

This course is offered on a full-time basis over a nominal duration of 695 hours, 635 hours core modules, 60 hours of electives.

Course Structure

Module Code		Hours
NCS009	Negotiation Skills	20
NOS222	Word Processing Introduction	20
SB05	Time Management	10
SB06	The Business Plan	20
VBB676	Overcoming Performance Anxiety	3
VBB681	Industrial Relations in the Music Industry	6
VBB733	Arranging your Songs	12
VBB734	Protecting, Promoting & Publishing yourSongs	6
VBB740	Basic Finances & Bookkeeping for Bands	12
VBB741	Tax & the Musician	3
VBB747	How to Plan a Regional Tour	6
VBB756	Setting up & Operating a Band PA System	30
VBB760	Understanding MIDI - Sequencing & Sampling	6
VBB761	Producing a Broadcast Quality Song	6
VBB766	Approaching Bookers, Managers, Record Companies	6
VBB767	Planning & Releasing an Independent CD	30
VBB770	Getting your Act in the Paper	6
VBB781	Creating a Low Budget Music Video	30
VBC150	Developing Repertoire 2	30
VBC152	Performance Platform 2	30
VBC153	Improvisation 1	30
VBC155	Aural Training 1	30
VBC163	Music Workplace Project 1B	60

VBG383	Song Writing 2	30
VBH273	Introduction to the Music Industry	40
VBH845	Music Theory/Musicianship 2	30
VBH851	Principal Study - Grade 4	30
VBH961	Building Self Esteem	3
VBH965	Music Theory/Musicianship 1	30
BSZ404A	Train Small Groups	30

Second Instrument

Choose one of the following (must be a new instrument/voice).

VBB713	Tuned & Non-tuned Percussion	30
VBB714	Electric Guitar	30
VBB715	Electric Bass Guitar	30
VBB716	The Drum Kit	30
VBB717	Keyboards	30
VBB718	Vocals	30
VBB719	Saxophone & Clarinet	30
VBB720	Didgeridoo	30
VBB721	Blues Harmonica	30
VBB722	Trumpet & Cornet	30
VBB723	Trombone	30
VBB724	Flute	30
VBB725	Violin	30

or

VBH850	Principal Study – Grade 3	30

or

VBH848-854		30

Elective Modules

Students must complete 60 hours of elective modules selected from the Certificate 11 in Music Industry Skills, or the Certificate 1V in Music Industry Skills (Sound Production).

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

Certificate IV in Music Industry Skills (Sound Production)

COURSE CODE: 14266VIC

Course Objective

This course aims to provide learners with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields, or as practitioners in medium to large post-production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/National level.

Entry Requirements

The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry.

An interview is also required for entry into this course.

Course Duration

The course is offered on a full-time and part-time basis over a nominal duration of 730 hours. 700 hours core modules and 30 hours of electives.

Course Structure

Module Code		Hours
NCS001	Workplace Communication	40
NCS005	Dealing with Conflict	20
NCS009	Negotiation Skills	20
NOS213	Computer Operations	15
SB01	Introduction to Small Business	40
SB06	The Business Plan	20
VBB674	Health & Safety for Music Industry Workers	6
VBB716	Introduction to the Drum Kit (partial module)	6
VBB752	Setting up & Operating a Vocal PA System	6
VBB753	Observing Set-up & Operation of a Band PA	12
VBB756	Setting up & Operating a Band PA System	30
VBB757	Intro to Acoustics & Basic Principles (Recording)	3
VBB758	Multitrack Recording	6
VBB759	How to make a Demo Tape	12
VBB760	Understanding MIDI – Sequencing & Sampling	6
VBB761	Producing a Broadcast Quality Song	6
VBB762	Setting Up & Operating Small Lighting System	6
VBB763	Getting the Right Lighting Effects for your Show	3
VBB782	Introduction to Multimedia	6
VBB783	Introduction to the Internet	6
VBB784	Creating a Music Website	12
VBB785	Intro to Acoustics & Audio Equipment (Live)	3
VBE295	The Physics of Music	12
VBE296	Intro to Project Studio Design	8
VBE297	Sound Recording Equipment	20
VBE298	Introduction to Mixing Consoles	30
VBE299	Signal Processors	20
VBE300	Microphones & Loudspeakers	20
VBE301	Introduction to Electricity & Electronics	22
VBE302	Introduction to Digital Audio	10
VBE303	Innovations in Sound Technology	16
VBE304	Pre-production & People-handling Skills	12
VBE305	Professional Folio & Resume	8
VBE306	Introduction to Digital Audio Work Stations	10
VBE307	Introduction to Synchronisation	6
VBE308	MIDI Applications for Sound Engineers	12
VBE309	Microphone Techniques	20
VBE310	Mixdown & EQ Techniques	20
VBE311	Recording Techniques	22
VBE312	Master Tape Preparation	6
VBE313	CD Mastering & Manufacture	10
VBE314	Introduction to Audio Post	12
VBH276	Artistic Content & Evaluation	40
VBH277	Music Technology	40
VBH273	Introduction to the Music Industry	40

Elective Modules

Students must complete 30 hours of elective modules selected from the Certificate II in Music Industry Skills, or the Certificate IV in Music Industry Skills (Sound Production).

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

Diploma of Sound Production

COURSE CODE: 14475VIC

Course Objective

This course provides the framework for the learner to:
Work solo in a local live environment or under supervision in an international live sound production work environment.
Operate a non-commercial studio intended for personal & project production.
Work as an engineer in a professional studio.
Operate as part of a team engaged in audio post-production
Work in a sound production hire company.
Operate as part of a team in producing multimedia product.
Produce audio products for the Internet.

Obtain an overview of the contemporary music industry, its history and future directions.

Determine how the music industry is structured and how it generates income.

Analyse commercial music and evaluate ways in which contemporary music can be produced to meet its specific goals and reach its target audience.

Make judgements about the selection, use and purchase of recording & production equipment.

Manage a small business by being able to:

Set up and maintain financial records

Develop business plans

Undertake marketing and sale promotion

Establish and maintain customer relations

Apply time management principles

Hire and manage staff

Monitor the performance of the business

Work effectively with a wide range of people in the music industry and use techniques to resolve conflicts and conduct negotiations with individuals or groups.

Plan, organise and supervise the work of staff.

Entry Requirements

Applicants for entry to the course are expected to have attained the competencies set out for the Certificate IV level before undertaking the Diploma program.

Course Duration

The course consists of 776 hours - 696 hours of core modules (including 40 hours of Work Placement) and 80 hours of elective studies.

This course may be offered on a full-time basis over one year or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
NGMS106	Managing Effective Working Relationships	34
VBG616	Introduction to Psychoacoustics	25
VBG617	Introduction to Professional Studio Design	30
VBG618	Automated Consoles & Mixing Systems	33
VBG619	Linear Multitrack Recording Systems	15
VBG620	Non-Linear Production Systems	45
VBG621	Editing & Synchronising Systems	20
VBG622	MIDI Workstations & Hybrid Systems	45
VBG623	Advanced MIDI Control Systems	25
VBG624	Advanced Mixing Techniques	35
VBG625	Soundtracks for Film & Television	25
VBG626	Commercial Voice Over & Jingle Production	25
VBG627	Live Recording: Music	31
VBG628	Live Recording: Conferences & Seminars	15
VBG629	Concert Sound - PA for Large Venues	20
VBG630	Concert Sound - PA for Outdoor Venues	20
VBG631	PA for Seminars & Conferences	16
VBG632	Theatre Audio	16
VBG633	Introduction to Broadcast Audio: Radio	20
VBG634	Introduction to Broadcast Audio: Television	12
VBG635	Film & Cinema Sound	12
VBG636	Audio Post-Production	30
VBG637	The Music Video Clip	9
VBG638	Multimedia Sound Production	34
VBG639	Internet/WWW Sound Production	30
VBG640	Introduction to the Role of the Producer	34
VBH286	Work Placement	40

Elective Modules

Elective study modules may be selected from the following approved courses:

13058VIC	Diploma of Music Performance/Composition
2503ADB	Diploma of Music Business

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

Diploma of Contemporary Music (Performance/Composition)

COURSE CODE: 13058 VIC

Course Objective

The Diploma of Music Performance/Composition focuses on building the technical, business, compositional and performance skills of the contemporary artist, to professional standards and to meet requirements of entry into university and the workplace.

Entry Requirements

The entry requirements for this course are by interview and audition.

Applicants for the Diploma of Music Performance/Composition program are expected to have attained the general competencies set out for the Certificate IV level before undertaking the Diploma program.

Course Duration

The course consists of a total of 860 hours, 780 core modules and 80 hours of electives.

This course may be offered on a full-time basis over one year or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
Stream One: Performance		
VBC164	Principal Study Grade 5	30
VBB713-725	Second Instrument/voice study	30
or		
VBH848-854		
or		
VBC131/147	Principal Study Grade 3/4	30
VBC163	Music Workplacement Project 2	40
VBG385	Performance Platform 3	60
VBC166	Developing Repertoire 3	30
VBC170	Improvisation 2	30
VBC186	Music Workplace Project 3 (Regional Tour)	80
Stream Two: Music Craft		
VBG384	Arranging & Scoring in the Home Studio	30
VBH846	Music Theory/Musicianship Grade 3	30
VBB735	Music for Advertising	12
VBB736	Music for the Screen	30
VBC171	Aural Training 2	30
VBC172	Music Theory/Musicianship Grade 4	30
VBC173	Arranging 1	30
VBC174	Contemporary Composition	30
VBC179	Music for Multimedia	12
Styles Analysis:		
Two chosen from:		
VBH964	Dance, Rap & Techno Music	12
VBH958	Country Music	12

VBH959	Australian Folk Music	12
VBH960	World Music in Australia	12
VBH843	Australian Jazz	12
VBH844	Australian Classical Music	12

Selection from these modules will be determined by the School and is dependent upon the availability of teaching resources.

Stream Three: Music Business

VBH279	The Live Industry-Production & Touring	40
VBH280	Intellectual Property	40
VBB768	Exporting Your Music	12

Stream Four: Music Technology

VBE295	The Physics of Music	12
VBE296	Introduction to Project Studio Design	8
VBB784	Creating a Music Website	12
VBC181	Music Technology Project	68

Stream Five: Music Training

| VBC183 | Instrumental Teaching Skills & Studio Management | 30 |

Elective Modules

Elective study modules may be selected from the following approved courses:

Certificate IV in Music Industry (Business)

COURSE CODE: CUS40301

Course Objective

This course aims to provide learners with a wide range of business skills necessary for successful participation in the music industry.

Entry Requirements

An interview is required for entry into this course.

Course Duration

The course is offered on a full-time basis for one year or part-time over two years.

Course Structure

To attain the Certificate IV in Music Industry (Business) 14 units of competency must be achieved. All units in Group A, at least six units from Group B and four other units.

In respect to the 4 other units, two of these units can be drawn from Group B (not already selected) and/or the unit bank for Certificate IV. The remaining two units may be drawn from the unit bank for Certificate IV or from another endorsed industry training package at Certificate IV level. These units will be selected by the School and will be dependent upon the availability of suitable teaching resources.

GROUP A

CUSADM08A	Address copyright requirements
CUSADM07A	Establish & maintain work & contractual relationships
CUSSAF02A	Follow health, safety & security procedures in the music industry
CUSBGE17A	Maintain & apply music industry knowledge

GROUP B

CUSBAD13A	Assess performing & recording deals
CUSBFI12A	Calculate, collect & distribute publishing income
CUSBGE16A	Maintain self or group in business
CUSADM03A	Manage a project
CUSBMA14A	Manage, promote & negotiate licensing on published works

BSXFMI404A	Participate in, lead & facilitate a team
CUSBGE11A	Plan a career in music
CUSMAR01A	Promote products & services
CUEMAR3A	Undertake marketing activities

CERTIFICATE IV UNIT BANK

Selection from this Unit Bank will be determined by the School and is dependent upon the availability of teaching resources.

Department of Language Studies

The Department of Language Studies – TAFE offers an extensive range of courses to develop English language proficiency and socio-cultural knowledge of Australia to a level sufficient to access work and/or further education or training.

Course Codes

14372VIC	Certificate II in English as a Second Language (Academic Purpose)	
14373VIC	Certificate III in English as a Second Language (Academic Purpose)	
14374VIC	Certificate IV in English as a Second Language (Academic Purpose)	
14375VIC	Certificate II in English as a Second Language (Vocational Purpose)	
14376VIC	Certificate III in English as a Second Language (Vocational Purpose)	
14377VIC	Certificate IV in English as a Second Language (Vocational Purpose)	
14378VIC	Certificate I in English as a Second Language (Access)	
14379VIC	Certificate II in English as a Second Language (Access)	
14380VIC	Certificate III in English as a Second Language (Access)	
14381VIC	Certificate IV in English as a Second Language (Access)	

Margaret Cook
Head, Department of Language Studies – TAFE

English as a Second Language (Academic Purposes)

Certificate II in ESL (Academic Purposes)

COURSE CODE: 14372VIC

Certificate III in ESL (Academic Purposes)

COURSE CODE: 14373VIC

Certificate IV in ESL (Academic Purposes)

COURSE CODE: 14374VIC

Course Objective

The courses on the ESL for Academic Purposes courses aim to provide participants from non English speaking backgrounds with:
The knowledge and English language skills to study in higher education in Australia.

Entry Requirements

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:
A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration

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

Certificate IV is 600 nominal hours while Certificate II and III are 450 nominal hours

Course Structure

Certificate II (Compulsory)

Module Code		Hours
VBH445	Oral Communication & Listening Skills 2	150
VBH446	Academic Writing 2	150
VBH447	Academic Reading 2	100

One or more Electives

Certificate III (Compulsory)

VBH449	Oral Communication & Listening Skills 3	150
VBH450	Academic Writing 3	150
VBH451	Academic Reading 3	100

One or more Electives

Certificate IV (Compulsory)

VBH453	Oral Communication & Listening Skills 4	150
VBH454	Academic Writing 4	200
VBH455	Academic Reading 4	200

One or more Electives

Elective modules may be taken from the framework or from any accredited course.

Note: Electives offered will be selected by the Department and depend upon the availability of suitable teaching resources and appropriacy.

English as a Second Language (Vocational Purposes)

Certificate II in ESL (Vocational Purposes)

COURSE CODE: 14375VIC

Certificate III in ESL (Vocational Purposes)

COURSE CODE: 14376VIC

Certificate IV in ESL (Vocational Purposes)

COURSE CODE: 14377VIC

Course Objective

The ESL for Vocational Purpose courses aim to provide participants from non English speaking backgrounds with:
the knowledge and English language skills needed to obtain employment within their occupational fields.

the knowledge and skills to function effectively in a work environment in Australia.

an understanding of the Australian workplace and culture.

a pathway for students with low levels of English language skills to enter the workforce.

Entry Requirements

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration

This course may be offered on a full-time basis or part-time equivalent. Certificate II and III courses are 450 nominal hours, Certificate IV is 600 nominal hours.

Course Structure

Certificate II (Compulsory)

Module Code		Hours
VBH457	Communication in the Workplace 2	100
VBH458	Job Seeking Skills 2	100
VBH459	Language of Problem Solving in the Workplace 2	100

One or more Electives

Certificate III (Compulsory)

VBH463	Communication in the Workplace 3	100
VBH464	Job Seeking Skills 3	100
VBH465	Language of Problem Solving in the Workplace 3	100

One or more Electives

Certificate IV (Compulsory)

VBH469	Communication in the Workplace 4	100
VBH470	Job Seeking Skills 4	100
VBH471	Language of Problem Solving in the Workplace 4	100

One or more Electives

These elective modules may be taken from the framework or from any accredited course.

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

English as a Second Language (Access)

Certificate I in ESL (Access)

COURSE CODE: 14378VIC

Certificate II in ESL (Access)

COURSE CODE: 14379VIC

Certificate III in ESL (Access)

COURSE CODE: 14380VIC

Certificate IV in ESL (Access)

COURSE CODE: 14381VIC

Course Objective

The ESL for Access courses aim to provide participants from non English speaking backgrounds with:

an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening.

employment and living skills.

a knowledge of Australian society.

strategies for successful transition into work or further study in Australia.

Entry Requirements

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have a level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration

This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

Course Structure

Certificate I (Compulsory)

Module Code		Hours
VBH475	Oral Communication 1	100
VBH476	Listening Skills 1	100
VBH477	Writing Skills 1	100
VBH478	Reading Skills 1	100

Two or more Electives

Certificate II (Compulsory)

VBH482	Oral Communication 2	50
VBH483	Listening Skills 2	50
VBH484	Writing Skills 2	100
VBH485	Reading Skills 2	100

Two or more Electives

Certificate III (Compulsory)

VBH489	Oral Communication 3	50

VBH490	Listening Skills 3	50
VBH491	Writing Skills 3	100
VBH492	Reading Skills 3	100

Two or more Electives

Certificate IV (Compulsory)

VBH496	Oral Communication 4	50
VBH497	Listening Skills 4	50
VBH498	Writing Skills 4	100
VBH499	Reading Skills 4	100

Two or more Electives

Elective modules may be taken from the framework or from any accredited course.

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

School of Human Services, Art and Multimedia

The School of Human Services, Art & Multimedia consists of four departments, the Child Studies, Sport, Fitness & Recreation, Art, Design & Multimedia and Social & Community Studies Departments together with the Health Services Unit and Library Studies Unit. The School offers a broad range of courses developed in consultation with industry and the community to ensure that training is up to date and relevant to employment.

School of Human Services, Art & Multimedia courses are delivered at the St Albans, Sunbury, Melton, Werribee, Footscray Nicholson, Footscray Park, King St and South Melbourne campuses of the University. The School is the biggest provider of Health Services training in Victoria with a major facility at the Sunbury campus, is a major provider of Sport & Recreation training and Art & Multimedia training and is a major provider of aged and community care training.

Programs are also delivered on-the-job in a broad range of enterprises including hospitals, nursing homes and aged care facilities, sporting clubs, child care centres and libraries including the State Library. The School of Human Services, Art & Multimedia develops and delivers both accredited and non-accredited training to meet specific training needs and has developed a range of flexible approaches to the delivery of training which include CD ROM interactive and distance education using a range of strategies and media.

The School of Human Services, Art & Multimedia is also involved in industry consultancy and research both nationally and internationally. During 2000-2002 the Social and Community Studies Department continues to be involved in research and development projects in aged care, youth work and alcohol and other drugs work. Sport & Recreation continues its relationship with the AFL as the major provider of the outstandingly successful AFL traineeship.

The School of Human Services, Art & Multimedia is working continually to develop the industry and training expertise of its staff. All staff are involved in curriculum and learning materials development and the development of materials and approaches to support the flexible delivery of programs. A number of staff from the School are involved in the development of Internet based courses and learning materials. The School also offers programs leading to awards with partners in Hong Kong and Korea.

Continuous professional development of staff is a high priority for the TAFE Division and the School. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year and participate in a broad range of professional development programs.

Anne Jones
Associate Director , Head, School of Human Services, Art & Multimedia

Department of Art, Design and Multimedia

The Department of Art, Design and Multimedia – TAFE conducts a wide range of courses which provide vocational education for a variety of Art and Multimedia occupations ranging from pre-employment through to para-professional level.

Course Codes

12861VIC	Diploma of Arts (Graphic Arts)
12857VIC	Diploma of Arts (Visual Arts)
2203AGB	Certificate II in Art (Interactive Multimedia)
15727VIC	Certificate IV in Arts (Applied Design)
2603AAC	Advanced Diploma of Arts (Electronic Design & Interactive Media)
12862VIC	Advanced Diploma of Arts (Graphic Design)

In addition to these courses, the Department of Art, Design and Multimedia – TAFE conducts training courses for Industry.

John Barmby
Head, Department of Art, Design and Multimedia – TAFE

Diploma of Arts (Graphic Arts)

COURSE CODE: 12861VIC

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. Representatives are also selected from our 2nd year students to join the working committee for the annual IDEAS Design Conference.

These strong industry links allow our Graphic Art students the benefit of a well established and extensive Work Placement program.

Entry Requirements

To qualify for entry to the course, applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview, students should demonstrate an understanding of the course and work in this field.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Campus Location

City-South Melbourne and St Albans.

Course Duration

This course is offered on a full-time basis over two years.

Course Structure

All modules are compulsory. The course consists of the following:

Generic Modules

Module Code		Hours
NCS007	Presenting Information	20
VBS635	Occupational Health & Safety	16
VBS636	Business Practices	16
VBS637	Focus on Industry	16
VBS638	Design Principles & Elements	48
VBS639	Contemporary Art &/or Design	32
VBS640	Computer-Aided Design	32
VBS641	Drawing	48
VBS642	Life Drawing	32

Core Modules

VBS744	Design Process Level 1	48
VBS745	Electronic Design Level 1	48
VBS746	Reprographics & Prepress Level 1	128
VBS747	Reprographics & Prepress Level 2	128
VBS748	Finished Art Level 1	80
VBS749	Finished Art level 2	80
VBS750	Finished Art Level 3	80
VBS752	Technical Colour Applications	32
VBS753	Technical Illustration	80
VBS754	Commercial Product Illustration	32
VBS755	Typography Level 1	80
VBS756	Typography Level 2	80
VBS757	Extended Practical Placement	224

Elective Modules

VBS643	Photography	48
VBS633	Drawing for Illustration	48

Note: Electives offered will be selected by the School.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Arts (Visual Arts)

COURSE CODE: 12857VIC

Course Objectives

This course aims to prepare students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical modules.

This course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements

To qualify for entry to the course, applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Applicants will be required to attend an interview and submit a folio of recent art work.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Campus Location

City-South Melbourne.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted during the day.

Course Structure

All modules are compulsory.

Generic Modules

Module Code		Hours
NCS007	Presenting Information	20
VBS635	Occupational Health & Safety	16
VBS636	Business Practices	16
VBS637	Focus on Industry	16
VBS639	Contemporary Art Studies Level 1	32
VBS641	Drawing	48
VBS642	Life Drawing	32

Core Modules

VBS644	Drawing Level 2	48
VBS645	Drawing Level 3	48
VBS646	Drawing Level 4	48
VBS647	Life Drawing Level 2	32
VBS648	Art Business Level 2	32
VBS649	Art Business Level 3	32
VBS650	Contemporary Art Studies Level 2	32
VBS651	Contemporary Art Studies Level 3	32
VBS652	Context & Culture Level 2	48
VBS653	Context & Culture Level 3	48
VBS654	Context & Culture Level 4	48
VBS655	Studio & Materials Studies	96
VBS656	Context & Culture Level 1	48

Stream Options

Painting Modules

Module Code		Hours
VBS657	Painting Level 1	48
VBS658	Painting Level 2	48
VBS659	Painting Minor Study 1	96
VBS660	Painting Minor Study 2	96
VBS661	Painting Major Study 1	144
VBS662	Painting Major Study 2	144

Elective Modules

VBS663	Printmaking Level 1	48
VBS664	Printmaking Level 2	48
VBD259	Electronic Imaging 1	48
VBD264	Electronic Imaging 2	48

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Art (Interactive Multimedia)

COURSE CODE: 2203AGB

Course Objectives

The course aims to provide skills and knowledge in a broad range of basic media related tasks and provide the foundation to enter the industry at entry level.

Entry Requirements

To qualify for admission to the course applicants must have:

Basic English literacy skills – ASPLR4+;

Numeracy skills equivalent to Level 1 of the Certificate in General Education for Adults, or equivalent; and

Completion of year 11 units in English and Mathematics, or equivalent.

Course Duration

The course may be offered on a full-time basis over 370 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours
NMM001	Industry Context & Future Directions	10
NMM003	Visual Design for Industry	30
NMM002	Introduction to Multimedia Authoring	40
NMM004	Introduction to Multimedia	30

Elective Modules

Eight elective units selected by the student, with approval of the Head of Department, having regard to the list of relevant units in the Certificate II in Arts (Interactive Multimedia) 2203AGB, Accreditation Submission, State Industry Training Board, 1996.

Certificate IV in Arts (Applied Design)

COURSE CODE: 15727VIC

Course Objectives

This course is designed to develop the entry level skills necessary for further education in Graphic Art, Graphic Design and Multimedia at the Diploma Level. The content has been tailored to bridge the gap that exists between Year 12 and the Diploma level courses. This preliminary year of study is a combination of practical and theory based modules.

Entry Requirements

To qualify 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 must demonstrate the capacity to meet the requirements of the course.

Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

This course is offered on a full-time basis over one year

Campus Location

City-South Melbourne and St Albans.

Course Structure

This course consists of the following:

Core Modules

Module Code		Hours
VBH330	Design Principles & Elements	48
VBH331	Presenting Information	20
VBH332	Thematic Studies in Art & Design	48
VBH333	Introduction to the Design Process	48
VBH334	Occupational Health & Safety	16
VBH335	Focus on Industry	16
VBH336	Consumer Psychology & Marketing	16
VBH337	Drawing	48
VBH338	3D Studies	48
VBH339	Design Principles & Elements 2	48
VBH340	Design Law	16
VBH341	Design & the Environment	16
VBH342	Colour	48

Elective Modules

VBH343	Illustration Elements & Techniques	48
VBH347	Typography Elements & Techniques	48
VBH352	Introduction to Photography	48
VBH354	Introduction to Computers	48

To receive the qualification, Certificate IV in Arts (Applied Design) learners must successfully complete all core and elective modules.

Note: Electives offered will be selected by the School.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Arts (Electronic Design and Interactive Media)

COURSE CODE: 2603AAC

Course Objectives

This course focuses on electronic design and web publishing, digital imaging, interactive multimedia and 3D animation.

This course aims at providing students with specialist training in computer generated art and design which will enable them to create a career path within art, design and multi-media fields.

Entry Requirements

To qualify for entry applicants must have post-VCE qualifications in an approved art, design or multi-media course or two years relevant industry experience.

Applicants will be required to attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview, applicants should demonstrate an understanding of the course and work in this field.

Applicants who do not meet the minimum education standard of entry may still be eligible to enrol. Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted in the evenings and on weekends.

Campus Location

City-South Melbourne and St Albans.

Course Structure

Note: All modules are compulsory.

Year 1

Module Code		Hours
VBF051	Computer Skills-Technical	6
VBF052	Computer Concepts – Copyright	4
VBF053	Computer Skills – Video Production	21
VBF054	Computer Skills – Sound Production	15
VBF055	Cinema Language & Film Studies	16
VBF056	Electronic Design 1	60
VBF057	Design for Interactive Multimedia 1	60

VBF058	3D Imaging & Animation 1	75
VBF059	Electronic Imaging 1	45
VBF060	2D Design 1	30
VBF061	Electronic Design 2	60
VBF062	Design for Interactive Multimedia 2	60
VBF063	3D Imaging & Animation 2	75
VBF064	Electronic Imaging 2	45
VBF065	2D Design 2	30
VBF066	Research Project: Specialisation 1	45
Year 2		
VBF067	Writing for Multimedia	30
VBF068	Electronic Design 3	60
VBF069	Design for Interactive Multimedia 3	60
VBF070	Imaging for Multimedia	45
VBF071	Electronic Imaging 3	45
VBF072	Research Project: Specialisation 2	45
VBF073	CAD Research Project	222
VBF074	Small Business Management Project	30

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Arts (Graphic Design)

COURSE CODE: 12862VIC

Course Objectives

Upon completion of the Diploma of Arts (Graphic Art) successful graduates are eligible to enter into the Advanced Diploma of Graphic Design.

A further year of study is undertaken in Design for Interactive Media with the emphasis on Web Production.

The course promotes development of skills in design for interactive and print based media with a focus on:
Visual design;
Interface design; and
Information design.

With the addition of continued consolidation of technical pre press 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) course.

Applicants will be required to apply directly to the University and submit a folio representing all major components of the course; ie: typography, pre-press, design, illustration, electronic media.

At interview preference will be given to students demonstrating a professional attitude to personal growth in the areas of design and new media.

Campus Location

City-South Melbourne.

Course Duration

The course is offered on a full-time basis over one year.

Course Structure

All modules are compulsory. The structure of the course is as follows:

Generic Modules

Module Code		Hours
VBS644	Drawing Level 2	48
VBS647	Life Drawing Level 2	32
VBS758	History of Design	48
VBS759	Design Process Level 2	96
VBS760	Design Process Level 3	96
VBS761	3D Studies	48
VBS762	Design for New Media	96
VBS763	Vocational Studies	96
VBS764	Critical Analysis	48

Elective Modules

VBD266	Research Project: Specialisation 1	48
VBS681	Electronic Design Level 2	48

Department of Child Studies

The Department of Child Studies – TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, St Albans, Sunbury and Werribee.

Child Studies Department offers courses which provide vocational education for a variety of Child Studies occupations ranging from pre-employment through to para-professional level.

The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector.

Course Codes

CHC30399	Certificate III in Community Services (Children's Services)
CHC40399	Certificate IV in Community Services (Children's Services) CHC40399
CHC50399	Diploma of Community Services (Children's Services)
CHC60399	Advanced Diploma in Community Services (Children's Services) CHC60399

In addition to these courses, the Department of Child Studies – TAFE conducts training courses for Industry and research and consultancies for local government and children's services programs.

Sue Dovey
Head, Department of Child Studies – TAFE

Diploma of Community Services (Children's Services)

COURSE CODE: CHC50399

This Course has four specialist streams:
Centre Based Care Workers
Out of School Hours Care Workers
Family Day Care Workers
Family Day Care Field Workers

Course Objectives

This course aims to assist students to develop the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve. They also work closely with parents in fostering children's development.

This course combines both classroom teaching and supervised work based teaching. Students gain "hands-on" experience working with infants and young children in children's centres, kindergartens, and other relevant settings. Great importance is attached to the student's performance during work based teaching which constitutes about thirty per cent of the course.

This course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia. Many graduates also work for a period overseas.

Entry Requirements

To qualify for entry to the course, applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Applicants who have successfully completed the Certificate of Occupational Studies (SACS) course, Certificate completed the Certificate II in Community Services, (Community Work), or the Certificate III in Community Services (Children's Services) or who

are of mature age or possess relevant work experience are eligible for special consideration.

All applicants must attend a central test/information sessions/open days and interview conducted by the University.

Some Agencies require that participants provide a police check clearance before undertaking workplace training

Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

Course Duration

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

Course Structure

The structure of the course is as follows:

The course consists of a total of 45 units of competency.

Compulsory Units of Competency, common to all streams

Unit Code		Hours	
CHCCHILD2A	Support the Rights & Safety of Children Within Duty of Care Requirements	70	
CHCCN10A	Support the Emotional Needs of Children	20	
CHCCN11A	Guide the Establishment & Maintenance of a Safe Environment	40	
CHCCN8A	Plan Care Routines	70	
CHCFC5A	Foster Children's Cognitive Development	40	
CHCFC6A	Foster Children's Language Development	40	
CHCFC7A	Foster Children's Creative Development	40	
CHCIC10A	Establish Plans for Developing Responsible Behaviour		40
CHCIC11A	Implement & Promote Inclusive Practices & Policies		40
CHCIC12A	Plan the Inclusion of Children with Special Needs	40	
CHCIC14A	Facilitate Children's Communication Skills	40	
CHCPR4A	Provide Opportunities & Experiences to Enhance Children's Development	70	
CHCPR5A	Enhance Children's Play & Leisure	70	
CHCPR9A	Use Observations & Records	70	
CHCSD10A	Develop New Approaches for Developing Service	40	

Children's Services Specialisation Elective Modules

CHCAL7A	Fulfil Family Day Care Administration Requirements ^^##	20	
CHCCN20A	Advocate for the Rights & Needs of Children##^^	40	
CHCCN3A	Prepare Food**##	20	
CHCCN5A	Support the Emotional Wellbeing of Babies**##^^		20
CHCFC10A	Enhance the Emotional & Psychological Development of Children	40	
CHCFC11A	Enhance the Development of Children's Language	40	
CHCFC20A	Promote the Ethical Understandings of Children	30	
CHCPR10A	Facilitate the Design of Programs for the Service*++^^	70	
CHCPR11A	Coordinate the Implementation of Programs **++	30	
CHCPR12A	Monitor & Evaluate Programs **++^^	70	
CHCPR13A	Facilitate the Development of Programs for Children with additional needs **++^^		40
CHCPR14A	Observe Children & Interpret Observations ##^^^*	40	
CHCRF11A	Work in Partnership with Parents to Care for the Child **++##	70	
CHCRF21A	Promote Equity in Access to the Service	40	
CHCRF23A	Respond to Problems & Complaints about the Service	40	
CHCSD12A	Act as a Resource to Workers ^^	40	

Common Competency Elective Modules

BSZ404A	Train Small Groups ^^	30	

CHCADMIN2A	Provide Administrative Support	20
CHCADMIN3A	Undertake Administrative Work **++##	50
CHCCD3A	Meet the Information Needs of the Community**++	70
CHCCD7A	Support Community Resources	30
CHCFIN2A	Maintain Organisation's Information System+++###	50
CHCGROUP2A	Support Group Activities ##	20
CHCGROUP3A	Plan & Conduct Group Activities ++	50
CHCORG17A	Implement & Monitor Occupational Health & Safety Policies, Procedures & Programs **++^^	60
CHCORG5A	Maintain an Effective Work Environment **	50
CHCORG7A	Manage Workplace Issues **^^	75

Prerequisite competencies

CHCCN1A	Maintain a Healthy & Safe Environment [nested with CN4A]	20
CHCCN2A	Provide Physical Care [nested with CN4A]	30
CHCCN4A	Respond to Illness, Accidents & Emergencies	30
CHCCNAA	Support Babies Needs ##** [nested with CN5A]	20
CHCFC1A	Support the Development of Children in the Service [nested with FC2A]	30
CHCFC2A	Foster the Physical Development of Children	40
CHCFC3A	Foster the Social Development of Children ++	40
CHCFC4A	Foster the Emotional & Psychological Development of Children	40
CHCIC1A	Interact Positively with Children	30
CHCIC2A	Guide Children's Behaviour	30
CHCIC4A	Work Collaboratively with Children	20
CHCICAA	Communicate with Children [nested with IC1A]	30
CHCORG4A	Follow the Organisation's OH&S policies	30
CHCPR2A	Organise Experiences for Children	30
CHCPR3A	Observe Children	20
CHCRF1A	Communicate with Family Members about their Child	20

** compulsory units for Centre Based Care workers
++ compulsory units for Out of School Hours Care Workers
compulsory units for Family Day Care – Care Providers
^^ compulsory units for Family Day Care Field Workers

Certificate II in Community Services (Children's Services)

COURSE CODE: CHC20399
Contact the Department for details.

Certificate III in Community Services (Children's Services)

COURSE CODE: CHC30399

This course has 3 specialist streams:
Centre Based Care Workers
Out of School Hours Care Workers
Family Day Care Workers

Course Objectives

The Certificate III in Children's Services is designed for people working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings such as long day care centres, pre-school centres and occasional care centres.

This course aims to help students develop their knowledge and understanding of early childhood development and school age children's development and to provide students with skills necessary to meet the needs of these age groups.

Entry Requirements

No formal qualifications are required, but applicants must be at least 16 years of age on the first day of course commencement and have successfully completed Year 11 or equivalent.

Special consideration will be given to certain groups of applicants who fit into the following categories:

Persons working in Children's Services who have worked the equivalent of six months full-time or who have had substantial voluntary work; Persons from a non–English-speaking background; Persons who have successfully completed other relevant qualifications e.g. Certificate in Child Care Home Based; Certificate in Occupational Studies Social and Community Services.

Persons who are of mature age; Persons who have been registered as unemployed for a minimum of 12 months or are classified by the CES as being 'at risk' of long-term unemployment.

All applicants must attend an interview before undertaking workplace training.

Course Duration

This course may be offered on a full-time basis over one year or part-time equivalent. Part-time programs are normally conducted in the evenings, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

The course consists of a total of 22 units of competency. Electives may be chosen from the Children's Services specialisation electives, or the common competency electives:

Compulsory Units of Competency (common to all streams)

Module Code		Hours	
CHCCN4A	Respond to Illness, Accidents & Emergencies	30	
CHCCN6A	Travel with Children Safely	10	
CHCCN7A	Foster Children's Self Help Skills	20	
CHCFC1A	Support the Development of Children in the Service		30
CHCIC1A	Interact Positively with Children	30	
CHCIC2A	Guide Children's Behaviour	30	
CHCIC4A	Work Collaboratively with Children	20	
CHCORG3A	Participate in the Work Environment	20	
CHCPR1A	Facilitate Play & Leisure	30	
CHCPR2A	Organise Experiences for Children	30	
CHCPR3A	Observe Children	20	
CHCRF1A	Communicate with Family Members about their Child		20

Children's Services Specialisation Elective Modules

Module Code		Hours
CHCAL7A	Fulfil Family Day Care Administration Requirements##	20
CHCCN3A	Prepare Food ##	20
CHCCN5A	Support the Emotional Wellbeing of Babies**	20
CHCCNAA	Support Babies Needs ##**	20
CHCFC2A	Foster the Physical Development of Children	40
CHCFC3A	Foster the Social Development of Children++	40
CHCFC4A	Foster the Emotional & Psychological Development of Children	40
CHCGROUP2A	Support Group Activities++	20
CHCCN10A	Support Emotional Needs of Children	20

Prerequisite competencies

CHCCN1A	Maintain a Healthy & Safe Environment	20
CHCCN2A	Provide Physical Care	30
CHCICAA	Communicate with Children	30
CHCORG4A	Follow the Organisation's OH&S Policies	30

** compulsory units for Centre Based care workers

++ compulsory units for Out of School Hours Care Workers

compulsory units for Family Day Care – Care Providers

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

Certificate IV in Community Services (Childtren's Services) CHC40399

COURSE CODE: CHC40399

Course Objectives

This course aims to equip students with the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

Entry Requirements

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

If any external agency requires a student to provide a police clearance before s/he undertakes the workplace training component of the course, successful police clearance for that purpose will be a pre-condition for that training and, if attainment of the award is unavailable without the training, the successful clearance will also be a pre-condition for the student's continuation in the course.

Course Duration

The course may be offered on a full-time basis 760 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
CHCFC2A	Foster the physical development of children	40
CHCFC3A	Foster the social development of children	40
CHCFC4A	Foster the emotional & psychological development of children	40

Elective and Optional Units

Nine elective units and one optional unit selected from one of the following three specialisations:

Centre Based Care Workers

Out of School Hours Care Workers

Family Day Care Workers

Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC99), published 1999.

Advanced Diploma in Community Services (Children's Services) CHC60399

COURSE CODE: CHC60399

Course Objectives

This course aims to equip students with the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

Entry Requirements

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

If any external agency requires a student to provide a police clearance before s/he undertakes the workplace training component of the course, successful police clearance for that purpose will be a pre-condition for that training and, if attainment of the award is unavailable without the training, the successful clearance will also be a pre-condition for the student's continuation in the course.

Course Duration

The course may be offered on a full-time basis over 1760 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours	
CHCCD3A	Meet information needs of the community	70	
CHCCD7A	Support community resources	30	
CHCCOM4A	Develop, implement & promote effective communication techniques	75	
CHCINF2A	Maintain organisation's information systems	50	
CHCORG5A	Maintain an effective work environment	50	
CHCORG7A	Manage workplace issues	75	
CHCORG11A	Lead & develop others	90	
CHCORG17A	Implement & monitor occupational health & safety policies, procedures & programs		60
CHCORG19A	Develop & maintain the quality of service outcomes		90
CHCPR10A	Facilitate the design of programs of the service	70	
CHCPR12A	Monitor & evaluate programs	70	
CHCPR13A	Facilitate the development of programs for children with additional needs	40	
CHCRF11A	Work in partnership with families to care for the child		70
CHCRF23A	Respond to problems & complaints about the service		40
CHCSD12A	Act as a resource to workers	40	

Elective and Optional Units

12 elective units and one optional unit selected from one of the following three specialisations:

Centre Based Care Workers

Out of School Hours Care Workers

Family Day Care Workers

Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC99), published 1999.

Health Services Unit

The Health Services Unit conducts a range of courses which provide vocational education and training to satisfy the demands of the Health Services industry.

CourseCodes
2407ADC   Certificate IV in Health (Nursing)
2407ALC   Certificate IV in Pathology Collection

In addition to these courses, the Health Services Unit conducts Traineeships and training courses for Industry.

Sue Philpott
Head of Health Services Unit – TAFE

Certificate IV in Health (Nursing)

COURSE CODE: 2407ADC

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.

The course emphasises the acquisition of highly-developed practical skills in observation, measuring, assessing and reporting normal and abnormal physiological and psychological health status to the level expected of a Division 2 Registered Nurse.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course. All applicants will be required to sit an English literacy/numeracy test and achieve a passing grade of 80% in order to be eligible to enrol in the course.

Course Duration

This course is offered on a full-time basis over one year.

Course Structure

Module Code		Hours
NCS007	Presenting Information	20
NCS011	Client Interaction	20
VAA197	Aged Care	30
VAA685	Behavioural & Social Aspects of Disability	10
VAB131	Clinical Experience 1	170
VAB136	Clinical Measurements	30
VAB137	Clinic Microbiology	20
VAB144	Clinical Studies	50
VAD685	Law & Ethics in Nursing	20
VAE072	Medications	10
VAE295	Nursing 1: Meeting the Needs of Nutrition & Elimination	40
VAE296	Nursing 2: Meeting the Needs of Hygiene, Mobility & Rest	30
VAE297	Nursing 3: Meeting the Needs of Respiration & Circulation	40
VAE298	Nursing 4: Needs of Patients with Psychiatric Illness	30
VAE303	Nursing: The Profession	10
VAE339	Occupational Health & Safety	20
VAF781	Society, Culture & Nursing	30
VAM802	Clinical Experience 2	170
VAA312	Anatomy & Physiology 1	42
VAA314	Anatomy & Physiology 2	42
VBC364	First Aid	20

Certificate IV in Pathology Collection

COURSE CODE: 2407ALC

Course Objective

The course is designed to provide a broad-based training program for students to become trained Pathology Collectors working in Hospital, Medical, pathology centres.

The course emphasises the acquisition of highly-developed practical skills in collection of pathology specimens, phlebotomy, infection control and customer service in a wide variety of health care settings.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.

Applicants may be required to sit an English literacy/numeracy test and must obtain a minimum of 80% to gain entry into the course

Course Duration

This course is offered on a full-time basis over one year or part-time equivalent.

Course Structure

Module Code		Hours
NCS001	Workplace Communication	40
NCS005	Dealing with Conflict	20
NOS121	Work/Personal Effectiveness	10
NOS144	Customer Operations	20
NOS213	Computer Operations	15
NOS226	Accounts Receivable – Computerised	20
VAC548	First Aid	20
VAD685	Law & Ethics in Nursing	30
VAE664	Phlebotomy (Blood Collection)	50
VBC925	Workplace Documents	20
VBC927	Anatomy & Physiology	40
VBC928	Client Care 1	20
VBC929	Infection Control	20
VBC930	Work Organisation	10
VBC931	Pathology Collection Techniques	40
VBC932	Practicum	40
VBC933	Client Care (Babies & Children)	20
VBD862	Workplace Safety	40

Library Studies Unit

The Library Studies Unit offers a range of courses to train students to become Library Assistants and Library Technicians who work under the direction and guidance from an experienced Technician or Librarian. The courses are recognised by the Australian Library and Information Association.

Course Codes

CUL60199   Advanced Diploma of Library & Information Services
CUL40199   Certificate IV in Library & Information Services
CUL50199   Diploma of Library & Information Services
CUL30199   Certificate III in Library & Information Services
CUL20199   Certificate II in Library & Information Services

Ian Rogers
Head of Unit, Library Studies– TAFE

Advanced Diploma of Library and Information Services

COURSE CODE: CUL60199

Contact the Department for details.

Diploma of Library and Information Services

Incorporating–

Certificate IV in Library and Information Services

Certificate III in Library and Information Services

Certificate II in Library and Information Services

COURSE	CODE:	CUL50199	Diploma
COURSE	CODE:	CUL40199	Certificate IV
COURSE	CODE:	CUL30199	Certificate III
COURSE CODE: CUL20199 Certificate II			

Contact the Department for further details.

Course Objective

These courses aim to train students to become Library Assistants and Library Technicians who work under the direction of a Librarian performing a variety of tasks and requiring a combination of clerical and library skills. The course is recognised by the Australian Library and Information Association.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course at Year 12 level or equivalent, or be of mature age and be assessed as being capable of successfully completing the course.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration

These courses may be offered on a full-time or part-time basis over 400 maximum nominal hours (Certificate III) or 1155 maximum nominal hours (Diploma) or by non campus flexible delivery.

Course Structure

The structure of the course is as follows:

Certificate III in Library & Information Services

Core Units

Unit Code		Hours	
CULLB201A	Assist Clients to use an Information Service Effectively		40
CULLB202A	Assist with the Maintenance of Service Area	40	
CULLB203A	Develop own Information Literacy Skills	20	
CULLB204A	Manage own Work Performance & Learning	40	
CULLB205A	Prepare, Process & Store Resources	30	
CULLB301A	Participate in a Work Team	40	
CULLB302A	Use Bibliographic Methods	40	
CULLB307A	Use Multimedia Equipment	40	
BSZ404A	Train Small Groups	30	

Elective Units

CULLB303A	Accession & Process Resources	20
CULLB304A	Contribute to Promotional Programs & Activities for Clients	30
CULLB305A	Process Orders	30

Diploma of Library and Information Services

CULLB401A	Contribute to Client Access to Information		60
CULLB402A	Contribute to Effective Working Relationships	60	
CULLB403A	Develop & apply own Information Literacy Skills in Working with Clients	60	
CULLB405A	Manage own Work Development & Learning	50	
CULLB406A	Organise & Coordinate Work Activities	50	
CULLB407A	Use Network Services Effectively to Provide Access to Information	50	
CULLB501A	Contribute to the Organisation & Co-ordination of the Work of Others	60	
CULLB502A	Deliver Information Literacy Programs for Clients	80	
CULLB503A	Organise Information for Client Access	100	
CULLB504A	Provide Clients with Access to Required Information		80
CULLB307A	Use Multimedia Equipment	40	
BSZ404A	Train Small Groups	30	
BSZ401A	Plan Assessment	15	
BSZ402A	Conduct Assessment	15	
BSZ403A	Review Assessment	5	

Elective Units

CULLB411A	Provide Promotion & Programs & Activities for Clients	30
CULLB505A	Analyse & Describe Material	50
CULLB506A	Catalogue & Classify Material	50
CULLB507A	Contribute to Collection Development	50
CULLB508A	Develop & Improve Systems & Processes to Increase Access to Information	50
CULLB509A	Coordinate Selection & Acquisition of Information	50
CULLB510A	Establish & Maintain Consultation with, & Promotion to, Client Groups	50
CULLB511A	Lead a Team	50
CULLB512A	Maintain & Modify Technological Applications in the Library	50
CULLB513A	Manage Maintenance of Physical Resources & Environment	50
CULLB514A	Provide Assistance for Research & Projects	50
CULMS413A	Use Information Technology	40
CULMS501A	Apply Basic Preservation Techniques	60

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Department of Social and Community Studies

The Department of Social and Community Studies – TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, St Albans, Sunbury, Werribee and City campuses.

The courses offered in the department include: the Diplomas of Community Services, Community Work, Justice Studies, Welfare Studies, Youth Work, Disability Support, Community Services and Health Management. Also available are Certificate II, III and IV level courses as well as a range of certificate courses aimed to meet the needs of local industry.

The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector with government and non-government agencies.

The provision of social and community studies programs is influenced by the multicultural nature of the western region, the youthful and rapidly growing population centres and the emphasis on implementing social justice strategies essential to redress traditional socio-economic disadvantage in the region. Social and Community Studies courses at TAFE level have direct articulation links with degree programs in all higher education fields of study and especially in Education and Humanities.

Course Codes

2507ABC	Diploma of Community Services (Welfare Studies)
21214VIC	Advanced Diploma of Justice
21213VIC	Diploma of Justice
21212VIC	Certificate IV Justice
CHC50699	Diploma of Community Services (Community Work)
CHC50999	Diploma of Community Services (Youth Work)
20053VIC	Diploma of Business (Community Services & Health Management)
CHC50799	Diploma of Community Services (Disability Work)
CHC50299	Diploma of Community Services (Alcohol & Other Drugs Work)
CHC30799	Certificate III in Community Services (Disability Work)
CHC40799	Certificate IV in Community Services (Disability Work)
CHC30699	Certificate III in Community Services (Community Work)
CHC40199	Certificate IV in Community Services (Aged Care Work)
CHC20499	Certificate II in Community Services (Community Work)
3113GWD40	Diploma in Counselling

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

Diploma of Community Services (Welfare Studies)

COURSE CODE: 2507ABC

Course Objectives

The Diploma of Community Services (Welfare Studies) is designed for people already employed or wishing to seek employment in the community services field. It enables students to gain knowledge and skills and develop personal qualities necessary to practise as competent Welfare Workers. This course

also aims to assist students to reflect on and critically analyse their own values and to develop a high level of self-awareness.

Entry Requirements

All students are required to have completed the equivalent of two or more years of paid and/or voluntary welfare related work, post secondary school.

Applicants may apply for entry under the VCE Category or under the Alternative Category Entry:

Victoria Certificate of Education (VCE) Entry:
Applicants must have successfully completed a BOS approved Year 12 course.

Alternative Category Entry:
Applicants are not required to have a Year 12 qualification but must have been away from Secondary School for at least two years and demonstrate year 12 equivalent competencies.

Some agencies require that participants provide a police check before undertaking field education.

Course Duration

The course duration is two years full-time. Part-time study is the usual mode as most students are employed. Part-time students can expect to be studying for at least four years in order to complete the course. This course is delivered in as flexible a manner as possible so that students can choose subject timing and electives relevant to their needs.

Course Structure

Level 1

Core Modules

Module Code		Hours
VAD520	Introduction to Social & Community Services	50
VAF783	Sociology	60
VAF171	Psychology 1	60
VAD686	Law for Welfare Work	50
VAG679	Welfare Practice	50
VAB381	Community Work 1	60
VAB005	Casework	60
VAC878	Group Work 1	60
VAC441	Field Education 1, Placement	210
VAC442	Field Education 1, Professional Integration Seminar	50

Specialised Module

VAF741	Skills Workshop 1	25

Electives Modules

Students are required to take two electives, minimum 30 hours each:

Level 2

Core Modules

Module Code		Hours
VAE453	Organisations & Management	50
VAB382	Community Work 2	50
VAF399	Research	50
VAF780	Social Policy	50
VAF172	Psychology 2	60
VAB607	Counselling Skills	60
VAC879	Group Work 2	60
VAC443	Field Education 2, Placement	280
VAC444	Field Education 2, Professional Integration Seminar	50

Plus the Specialised Module:

VAF741	Skills Workshop 2	25

Elective Modules

Students are required to take two electives, minimum 30 hours each not previously taken.

Note: Elective choices can differ each year.

VAB490	Computers in Community Organisations	64
VAC401	Family Violence A	32
VAE232	Cultural Issues	64
VAG846	Youth Issues	64
VAJ620	Politics of Disablement	64
VAJ621	Issues in Child Protection 2	30
VAJ623	Family Violence B	32

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Advanced Diploma of Justice

Diploma of Justice

Certificate IV in Justice

COURSE CODE: 21214VIC Advanced Diploma
COURSE CODE: 21213VIC Diploma
COURSE CODE: 21214VIC Certificate IV

Course Objectives

The Advanceed Diploma of (Justice) is designed for people seeking work as para-legal community workers in government or non-government community organisations.

Social and Community Services is a diverse industry that increasingly requires community workers to have an understanding of a complex legal system.

Areas such as family law, social security, crimes law, police powers, community sentencing, protective law, urban planning and consumer law are impacting on community service delivery.

These courses have recently been reaccreditied. Contact the Department for details.

Diploma of Community Services (Community Work)

COURSE CODE: CHC50699

Course Objectives

This course is designed for people seeking a career as community workers in government or non-government community organisations.

Community services is a diverse industry that provides opportunities for graduates to work in local government, community law, health, ethno-specific agencies, women's services and housing as community development workers.

Entry Requirements

Applicants will normally be expected to be at least 20 years of age and to be already working or have worked in a paid or unpaid position in a human service organisation. Relevant community experience is an important aspect of the selection criteria. Such experience can be from a diverse range of agency, paid, unpaid, or community management. Mature age or other applicants with appropriate community experience to successfully undertake the course are encouraged to apply.

Applicants under the age of 20 years are normally required to have successfully completed VCE or an approved equivalent course before qualifying for entry into the course. A number of places will be made available each year for young people under the age of 20 years with the relevant community experience. Such community

experience could have been within the applicants' school community.

Complete a group interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure

This course consists of 15 units of competency, 10 compulsory and 5 electives. The electives may be drawn from the Community Work specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide.

Compulsory Competencies

Competency Code		Hours
CHCADMIN3A	Undertake Administrative Work	50
CHCCD4A	Develop & Implement Community Programs	135
CHCCD9A	Support Community Leadership	90
CHCCD12A	Undertake Work in Community Services Industry	70
CHCCOM3A	Utilise Specialist Communication Skills	50
CHCCOM4A	Develop, Implement & Promote Effective Communication Techniques	75
CHCINF5A	Meet Statutory & Organisational Information Requirements	90
CHCNET3A	Develop New Networks	75
CHCORG6A	Coordinate the Work Environment	90
CHCORG17A	Implement & Monitor Occupational Health & Safety Policies, Procedures & Programs	60
CHCCD2A	Provide Community Education Programs	70
CHCCD11A	Provide Advocacy & Representation	90
CHCCD15A	Develop & Implement a Community Development Strategy ##	150

Community Work Specialisation Elective Modules

CHCCD5A	Develop Community Resources	90
CHCCD6A	Establish & Develop Community Organisations	90
CHCCD8A	Support Community Action	90
CHCCD13A	Work within Specific Communities	70

Recommended unit for Community Development Workers

Common Competency Elective Modules

CHCAD1A	Advocate for Clients	20
CHCADMIN4A	Manage the Organisation's Finances, Accounts & Resources	90
CHCCM3A	Develop, Facilitate & Monitor all Aspects of Case Management	75
CHCCS7A	Coordinate the Assessment & Delivery of Services to Clients with Particular Needs	75
CHCGROUP3A	Plan & Conduct Group Activities	50
CHCINF3A	Coordinate Information Systems	75
CHCP&R4A	Develop & Implement Policy	150
CHCP&R5A	Manage & Research Activities	75

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

Diploma of Community Services (Youth Work)

COURSE CODE: CHC50999

Course Objective

The aim of the course is to provide training for people to work as Youth Workers in the Community Services Industry.

Entry Requirements

To qualify for entry to the course applicants under the age of 20 are normally required to have completed their VCE or equivalent. All applicants must have experience either paid or unpaid in the Youth Work or Community Services Industry.

Complete an interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

The course is offered on a full-time basis over two years or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Modules

Module Code		Hours	
CHCYTH3A	Support young people to take collective action	90	
CHCYTH4A	Assist young people in responding to crisis	90	
CHCADMIN3A	Undertake administrative work	50	
CHCCOM3A	Utilise specialist communication skills	50	
CHCCS2A	Deliver & develop client services	50	
CHCCS3A	Co-ordinate the provision of services & programs	75	
CHCINF2A	Maintain organisation's information systems	50	
CHCNET2A	Maintain effective networks	20	
CHCORG4A	Follow the organisation's OH&S policies	30	
CHCORG5A	Maintain an effective work environment	50	
CHCAD1A	Advocate for clients	20	
CHCCD1A	Support community participation	50	
CHCCD3A	Meet information needs of the community	70	
CHCGROUP3A	Plan & conduct group activities	50	
CHCP&R2A	Contribute to policy development	50	
CHCYTH6A	Provide appropriate services to young people	150	
CHCYTH7A	Respond to critical situations including risk of violence		150
CHCCOM4A	Develop, implement & promote effective communication techniques	75	
CHCINF3A	Co-ordinate information systems	75	
CHCORG6A	Co-ordinate the work environment	90	
CHCORG17A	Implement & monitor OH&S policies, procedures & programs	60	
CHCYTH5A	Manage youth programs	150	
CHCORG9A	Manage projects & strategies	90	
CHCP&R4A	Develop & implement policy	150	
CHCP&R5A	Manage research activities	75	

Diploma of Business (Community Services and Health Management)

COURSE CODE: 20053VIC

Course Objectives

This course is designed for people working as supervisors, co-ordinators or managers of a range of Social & Community services agencies and programs.

The Diploma of Business (Community Services & Health Management) is designed to assist in the acquisition and development of relevant management theory and skills for current managers, co-ordinators, team leaders, program leaders, supervisors, or others who hold a similar role in the Community Services and Health Sector.

Entry Requirements

All applicants must be able to demonstrate that they currently hold, or have the support of their agency in taking on during the course, a management, co-ordination, team/ group leader, supervisory or similar position in the community services and health sector.

Applicants must also either have:
Relevant Community Services and Health qualifications; OR
Have worked in the Community Services and Health sector for at least 5 years.

Course Duration

The course is offered on a part-time basis, with evening sessions and occasional full day seminars. The total minimum course hours are 815 taking a minimum of two years to complete. This consists of 580 hours of core modules and a minimum of 235 hours of elective modules.

The course is delivered via workshops, discussion groups, workplace assignments, and prescribed reading and reading packages. Single module enrolment may be possible if a place is available and the applicant meets selection criteria.

Course Structure

Core Modules

Participants must complete all core modules totalling 580 hours.

Module Code		Hours
NCS015	Presenting Reports	20
NGMS107	Managing & Developing Teams	40
NGMS112	Managing People, Recruitment, Selection & Induction	40
NGMS113	Managing Finance – Setting & Achieving Budgets	20
NGMS204	Managing Strategically	40
NGMS205	Managing in Ambiguity & Change	40
NGMS214	Managing Cultural Diversity	40
NGMS213	Managing Projects	40
NGMS215	Advocacy & Influence	20
NOS215	Database Fundamentals	20
NOS216	Spreadsheet Fundamentals	20
NOS222	Wordprocessing – Introduction	20
ABD561	Occupational Health & Safety Management Systems	40
VBF296	Managing Communications in the Community Services & Health Environment	50
VBF297	Managing in the Community Services & Health Environment	40
VBB223	Introduction to the Internet	20
VBF299	Industry Project – Community Services & Health	50
VBD382	Career Planning & Skills Assessment	20
	Total Core Hours	580

Elective Modules

Participants must complete electives totalling a minimum of 235 hours.

NAP703	Integrated Computer Accounting	20
NCS006	Writing Workplace Documents	20
NCS007	Presenting Information	20
NCS012	Meetings	20
NGMS101	Managing Information	20
NGMS102	Managing Operations – Customer Service	20
NGMS109	Managing Performance & Goal Achievement	40
NGMS206	Making Difficult Decisions	20
NGMS211	Managing Risk	40
NGMS216	Tactical Marketing	40
VBF295	Networking in Community Services & Health	15
VBF298	Developing Programs for Clients	40

Certificate IV in Workplace Trainer and Assessor

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

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

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Community Services (Disability Work)

COURSE CODE: CHC50799

Course Objectives

The objective of the course is to provide students with the knowledge, skills and attitudes required to supervise, assist and develop programs to enable people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people from the following areas; residential settings, day centres, employment services and community centres.

Entry Requirements

To qualify for Entry to the Diploma applicants must be deemed to be of mature age, and preferably have had paid or unpaid experience in the field.

All applicants are required to have successfully completed the Certificate IV in Community Services (Disability Work).

Applicants under 21 years of age may be considered. They are generally required to have successfully completed an approved Year 12 or equivalent. Intending applicants must be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively.

Some agencies require the participants provide a police clearance before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over two years or part-time equivalent.

Course Structure

This course consists of a total of 16 competencies, 9 compulsory and 7 electives. The electives may be drawn from the disability specialisaton electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Competency Code		Hours
CHCADMIN3A	Undertake Administrative Work	50
CHCCOM3A	Utilise Specialist Communication Skills	50
CHCCOM4A	Develop, Implement & Promote Effective Communication Techniques	75
CHCCS3A	Coordinate the Provision of Services & Programs	75
CHCDIS11A	Coordinate Work in the Disability Sector	150
CHCINF5A	Meet Statutory & Organisational Information Requirements	90
CHCNET3A	Develop New Networks	75

CHCORG6A   Coordinate the Work Environment   90
CHCORG17A Implement & Monitor Occupational Health & Safety
                      Policies, Procedures & Programs   60

Disability Specialist Elective Modules
Core Modules
CHCDIS2A   Maintain an Environment Designed to Empower
                      People with Disabilities   90
CHCDIS4A   Design Procedures for Support   90
CHCDIS7A   Design & Adapt Surroundings to Group Requirements
CHCDIS9A   Maximise Participation in Work by People with
                      Disabilities   100

Common Competency Elective Modules
Core Modules
CHCAD1A   Advocate for Clients   20
CHCADMIN4A Manage the Organisation's Finances, Accounts &
                      Resources   90
CHCCD2A   Provide Community Education Programs   70
CHCCD4A   Develop & Implement Community Programs   150
CHCCD5A   Develop Community Resources   90
CHCCM3A   Develop, Facilitate & Monitor all Aspects of Case
                      Management   75
CHCCS7A   Coordinate the Assessment & Delivery of Services to
                      Clients with Particular Needs   75
CHCGROUP3A Plan & Conduct Group Activities   50
CHCINF3A   Coordinate Information Systems   75
CHCP&R4A   Develop & Implement Policy   150
CHCP&R5A   Manage & Research Activities   75
*BSZ401A   Plan Assessment
*BSZ402A   Conduct Assessment
*BSZ403A   Review Assessment

These three competencies are co-requisite and count for one
elective/option

**BSZ405A   Plan & Promote a Training Program
**BSZ406A   Plan a Series of Training Programs
**BSZ407A   Deliver Training Sessions
**BSZ408A   Review Training
** These 4 competencies are co-requisite and count for one
elective option.

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

Diploma of Community Services (Alcohol and Other Drugs Work)

COURSE CODE: CHC50299

Course Objectives

This course aims to provide and develop the knowledge, skills and
personal qualities necessary in students essential to practice as an
Alcohol and Other Drugs worker. The course also aims to assist
students to reflect on and critically analyse their own values and to
develop a high level of self-awareness.

Entry Requirements

All applicants are required to have completed the equivalent of
two or more years of paid voluntary related work post secondary
school in the Community Service Sector. English language, literacy
and numeracy skills at Year 12 or equivalent level are required to
successfully undertake this course. Applicants must demonstrate
their aptitude and be currently working in the

Alcohol and Other Drugs sector.
Students are required to have successfully completed Sociology at
Diploma or Higher level.
Some agencies require the participants provide a police check before
undertaking workplace training.

Course Duration

This course may be offered on a part-time basis to professionals
working in the field. Individual modules may be selected and used
as electives for other Human Service Courses.

Course Structure

This course consists of a total of 13 units of competency, 7
compulsory units of competency and a total of 6 elective units of
competency. One elective may be drawn from the Certificate IV in
Community Services (Alcohol and Other Drugs Work) as outlined
in the Community Services Training Package (CHC99) Alcohol
and Other Drugs Work, National Competency Standards
Published 1999. The remaining five elective units may be drawn
from the Alcohol and Other Drugs Specialisation elective, the
common competency electives or from the bank of competencies
in the Victorian Implementation Guide, Community Services
Training Package published by the Department of Education,
Victoria, June 1999.

Compulsory Competencies

Competency Code		Hours
CHCAOD2A	Orientation to the Alcohol & Other Drugs Sector	90
CHCCOM4A	Develop, Implement & Promote Effective Communication Techniques	75
CHCCS3A	Coordinate the Provision of Services & Programs	75
CHCINF5A	Meet Statutory & Organisational Information Requirements	90
CHCNET3A	Develop New Networks	75
CHCORG6A	Coordinate the Work Environment	90
CHCORG17A	Implement & Monitor Occupational Health & Safety Policies, Procedures & Programs	60

Alcohol and Other Drugs Specialisation Elective

CHCAOD8	Work with Clients who have Alcohol &/or Other Drug Issues	150

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

Certificate III in Community Services (Disability Work)

COURSE CODE: CHC30799

Course Objectives

This course aims to provide students with the knowledge, skills
and attitudes required to assist and develop programs to enable
people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people from
the following areas; residential settings, day centres, employment
services and community centres.

Entry Requirements

There are no formal entry requirements for the course. Entry is at
the discretion of the Department. Selection procedures are based
on affirmative action principles and allow for course advice about
education, training and employment options.

All applicants are required to attend an interview.

Some agencies require that participants provide a police clearance
before undertaking workplace training.

Course Duration

This course is offered on a full-time basis over one year or part-
time equivalent.

Course Structure

This course consists of a total of 13 competencies, 6 compulsory and 7 electives.

Compulsory competencies

Competency Code		Hours
CHCDIS1A	Orientation to disability work	47
CHCCOM2A	Communicate appropriately with clients & colleagues	20
CHCCS1A	Deliver & monitor service to clients	20
CHCINF1A	Process & provide information	20
CHCORG3A	Participate in the work environment	20
CHCORG4A	Follow the organisation's occupational health & safety policies	30

Disability specialisation Electives

CHCDIS2A	Maintain an environment designed to empower people with disabilities	90
CHCDIS3A	Provide services to people with disabilities	50
CHCDIS10A	Provide care & support	50

Common competency Electives

CHCAD1A	Advocate for clients	20
CHCCOM3A	Utilise specialist communication skills	50
CHCNET2A	Maintain effective networks	20
CHCORG5A	Maintain an effective work environment	50

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

Certificate IV in Community Services (Disability Work)

COURSE CODE: CHC40799

Course Objectives

This course aims to provide students with the knowledge, skills and attitudes required to supervise, assist and develop programs to enable people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people from the following areas: residential settings, day centres, employment services and community centres.

Entry Requirements

To qualify for entry, an applicant must be deemed to be of mature age. Applicants under 21 years of age may be considered. They are generally required to have successfully completed an approved Year 12 or equivalent. Intending applicants are advised that certain employers in this field require workers to be 21 years at the time of employment. All applicants must be able to demonstrate an understanding of and commitment to human services for people with disabilities, and an ability to communicate effectively.

Successful applicants will selected on the basis of:
Social awareness and commitment to working with people.
Relevant paid or unpaid work experience and life experience.
Group and interpersonal skills.
Flexibility and openness to change.
Age requirement.
Appropriate English language, literacy and numeracy skills.
All applicants are required to:
attend a group/individual interview.
Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration

This course requires one year of full-time study or part-time equivalent.

Course Structure

This course consists of a total of 14 competencies, 9 compulsory and 5 electives. The electives may be drawn from the disability specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Competency Code		Hours
CHCCOM3A	Utilise Specialist Communication Skills	50
CHCCS2A	Deliver & Develop Client Service	50
CHCDIS1A	Orientation to Disability Work	50
CHCDIS2A	Maintain an Environment Designed to Empower People with Disabilities	90
CHCDIS3A	Provide Services to People with Disabilities	50
CHCINF2A	Maintain Organisation's Information Systems	50
CHCNET2A	Maintain Effective Networks	50
CHCORG4A	Follow the Organisation's Occupational Health & Safety Policies	30
CHCORG5A	Maintain an Effective Work Environment	50

Disability Specialisation Elective Modules

CHCDIS4A	Design Procedures for Support	90
CHCDIS6A	Plan & Implement Community Integration	90
CHCDIS7A	Design & Adapt Surroundings to Group Requirements	90
CHCDIS9A	Maximise Participation in Work by People with Disabilities	100

Common Competency Elective Modules

CHCAD1A	Advocate for Clients	20
CHCADMIN3A	Undertake Administrative Work	50
CHCCD1A	Support Community participation	50
CHCCD2A	Provide Community Education Programs	70
CHCCD3A	Meet Information Needs of the Community	70
CHCCD4A	Develop & Implement Community Programs	150
CHCCD5A	Develop Community Resources	90
CHCCS6A	Assess & Deliver Services to Clients with Complex Needs	50
CHCGROUP3A	Plan & Conduct Group Activities	50
CHCP&R2A	Contribute to Policy Development	50
CHCP&R3A	Undertake Research Activities	50
BSZ404A	Train Small Groups	40
**BSZ405A	Plan & Promote a Training Program	
**BSZ406A	Plan a Series of Training Programs	
**BSZ407A	Deliver Training Sessions	
**BSZ408A	Review Training	

** These 4 competencies are co-requisite and count for one elective option.

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

Certificate II in Community Services (Community Work)

COURSE CODE: CHC20499

Course Objectives

This course aims to provide a positive adult learning environment through which students will:
explore skills and knowledge necessary to work in different areas of the social and community services field;
explore career options and pathways to further study options in the areas of Community Development, Welfare, Youth Work and Social Work.

Entry Requirements

There are no formal entry level requirements for the course. Entry is at the discretion of the Department. Selection procedures are based on affirmative action principles and allow for course advice about education, training and employment options.

All applicants are required to attend an interview.

Course Duration

This course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure

The course consists of a total of 11 units of competency, 5 compulsory and 6 electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Competency Code		Hours
CHCCD12A	Undertake Work in the Community Services Industry	70
CHCCOM1A	Communicate with People Accessing the Services of the Organisation	15
CHCORG1A	Follow the Organisation's Policies, Procedures & Programs	15
CHCORG4A	Follow the Organisation's Occupational Health & Safety Policies	30
CHCORG2A	Work with Others	15

Community Work Specialist Elective

CHCCD7A	Support Community Resources	30

Common Competency Elective Modules

CHCADMIN1A	Undertake Basic Administrative Duties	
CHCCS5A	Identify & Address Specific Client Needs	15
CHCGROUP1A	Support the Activities of Existing Groups	20
CHCGROUP2A	Support Group Activities	20
CHCAOD1A	Introduction to Alcohol & other drugs Sector	70

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

Certificate III in Community Services (Community Work)

COURSE CODE: CHC30699

Course Objectives

The Certificate III in Community Work aims to prepare students:
To be competent in a range of skills, knowledge and attributes identified by the Community Services sector to be an effective program or support worker in Community Work;
To have a working knowledge of the Community Services sector including its work models and practices; organisational, legal and ethical requirements; programs and services; and issues facing clients and communities;

To understand how the social, political and economic structures and processes within our society perpetuate powerlessness and inequality for specific individuals and communities.

Entry Requirements

Adequate language and literacy levels to cope with the academic requirements;
Certificate II in Community Work
or

Demonstrated involvement in, or understanding of the community services field *and* previous post secondary study.
All applicants are required to attend an interview.

Course Duration

This course is offered on a full-time basis over one semester. Part-time places need to be negotiated.

Course Structure

The course consists of a total of 12 competencies, 6 compulsory and 6 electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Competency Code		Hours
CHCADMIN2A	Provide Administrative Support	20
CHCCD12A	Undertake Work in the Community Services Industry	70
CHCCOM2A	Communicate appropriately with Clients & Colleagues	20
CHCINF1A	Process & Provide Information	20
CHCORG3A	Participate in the Work Environment	20
CHCORG4A	Follow the Organisation's Occupational Health & Safety Policies	30

Community Work Specialisation Elective Modules

CHCAD1A	Advocate for Clients	20
CHCCD14A	Implement a Community Development Strategy	50
CHCCM1A	Undertake Case Management	20
CHCCS6A	Assess & Deliver Services to Clients with Complex Needs	50
CHCCW11A	Operate under a Case Work Framework	20
CHCYTH1A	Work Effectively with young people	75

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

Certificate IV in Community Services (Aged Care Work)

COURSE CODE: CHC40199

Course Objectives

This course has been designed for Aged Care supervisory staff or those who are currently working as Personal Carers and wish to develop the competence necessary to undertake supervisory positions.

Entry Requirements

Currently hold Certificate III in Community Services (Aged Care Work) or be eligible for Assessment of the equivalent level of these competencies;

Be currently employed as a Carer or in a supervisory position in the Aged Care Sector;
Have a minimum of two years experience in the above;

Have the agreement of employers for Assessment to be implemented in the workplace with the student undertaking a supervisory role at the time.

Course Duration

This course is offered one day per week over one year .

Course Structure

The course consists of a total of 14 competencies, 10 compulsory and 4 electives. The electives may be drawn from the common competency electives or form the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Competencies

Competency Code		Hours
CHCAC3A	Orientation to Aged Care Work	50
CHCAC6A	Provide Services to Aged People	90
CHCAC8A	Monitor Services to Aged People	90
CHCAC12A	Provide Services to Meet Aged People's Personal Needs	90
CHCADMIN3A	Undertake Administrative Work	50
CHCCOM3A	Utilise Specialist Communication Skills	50
CHCCS2A	Deliver & Develop Client Services	50
CHCINF2A	Maintain Organisation's Information Systems	50
CHCORG4A	Follow the Organisation's Occupational Health & Safety Policies	30
CHCORG5A	Maintain an Effective Work Environment	50

Common Competency Elective Modules

CHCAD1A	Advocate for Clients	20
CHCCD1A	Support Community Participation	50
CHCCD2A	Provide Community Education Programs	70
CHCCD3A	Meet the Information Needs of the Community	70
CHCCD4A	Develop & Implement Community Programs	150
CHCCD5A	Develop Community Resources	90
CHCCS6A	Assess & Deliver Services to Clients with Complex Needs	50
CHCGROUP3A	Plan & Conduct Group Activities	50
CHCNET2A	Maintain Effective Networks	50
CHCP&R2A	Contribute to Policy Development	50
CHCP&R3A	Undertake Research Activities	50
BSZ404A	Train Small Groups	30

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

Diploma in Counselling

COURSE CODE: 3113GWD40

Course Objective

The course aims to provide knowledge and skills in a range of aspects of counselling appropriate to those people employed in a position where counselling is a function but may not be the primary focus of their job.

The framework provides training, knowledge and skills development in a range of areas including:
Academic Counselling Theory
Personal Awareness
Counselling Skills
Skills Theory Integration
Clinical Practice

The Diploma in Counselling provides a training program for people wishing to undertake counselling in a range of enterprises.

Entry Requirements

To qualify for entry to this course applicants will need to have:
1 years experience undertaking counselling services as a regular part of his or her work;

A reasonable expectation that work undertaking counselling services will continue for the duration of the course. This must involve access to and direct face to face contact with clients (3-5 per week) throughout the two years of the course. At lease half of this work must be long-term (clients who remain in counselling for 3 months or longer). Clinical placements are not provided. Telephone counselling (e.g. Lifeline, Crisis line) is not acceptable for training purposes;
Satisfactory completion of an introductory or foundation course, or in-service training, in counselling;
Demonstrated aptitude, commitment and personal suitability to undertake and complete counsellor training;
Language and literacy skills.

This is a fee-for-service course

Course Duration

The course is delivered one day per week over a two year period. The course is designed to be delivered on a part-time basis to enable the integration of on and off the job learning. There are also three supplementary full-day workshops in each year.

All modules are undertaken concurrently in order to maximise and integrate counselling skill development.

Course Structure

The course comprises five (5) modules totalling 800 hours. All modules are compulsory and should be taken concurrently:

Competency Code		Hours
WD440	Academic Counselling Theory	145
WD441	Personal Awareness	110
WD442	Counselling Skills	90
WD443	Skills Theory Integration	80
WD444	Clinical Practice	375

Certificate II in Home Support Cleaning

COURSE CODE: 21186VIC
Contact the Department for details.

Department of Sport, Fitness and Recreation

The Department of Sport and Recreation – TAFE offers a range of courses at Certificate and Diploma levels that provide vocational education for the Sport and Recreation industry ranging from pre-employment through to para-professional level.

Course Codes
SRF30201	Certificate III in Fitness
SRO20199	Certificate II in Sport & Recreation
SRO30199	Certificate III in Sport & Recreation
SRO40199	Certificate IV in Sport & Recreation
SRS40399	Certificate IV in Sports (Development)
3113SRG35	Certificate IV in Sports Science (Golf)
3113SRG36	Diploma of Sports Science (Golf)
SRO50199	Diploma of Sport & Recreation
RGR30598	Certificate III in Racing (Kennelhand) Level 2

In addition to these courses, the Department of Sport, Fitness and Recreation – TAFE conducts traineeships.

Jane McLennan
Head, Department of Sport, Fitness and Recreation – TAFE

Certificate III in Fitness

COURSE CODE: SRF30201

For further information, contact the Department of Sport, Fitness and Recreation on 9248 1505.

Certificate II in Sport and Recreation SRO20199

COURSE CODE: SRO20199

Course Objectives

This course aims to provide training for persons working in the administrative and retail sectors of the sport and recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

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

Course Duration

The course may be offered on a full-time basis over 323 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core unit co-requisites and pre-requisites
Unit Code		Hours
SRXEME001A	React safely in an emergency & help prevent emergencies	10
SRXIND001A	Develop knowledge of the sport & recreation Industry	
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20

Core Units
PUXEME001A	Provide emergency care	10
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND002A	Develop & implement a career path	10
SRXOHS001A	Follow defined occupational health & safety policy & procedures related to the work being undertaken in order to ensure own safety & that of others in the workplace	10
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXTEC002A	Operate a computer & printer to produce simple documents	10
SRXTEM002A	Support the work of a team	10

Compulsory Stream Units
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM007A	Select, operate & maintain a range of office equipment to complete a range of tasks	8
SRXADM008A	Organise the copying & collating of documents	10

Elective Units

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

Certificate III in Sport and Recreation

COURSE CODE: SRO30199

Course Objectives

This course aims to provide training for persons employed in the sport and recreation industry who's focus is on client services in sport and recreation marketing, facility management, retail, event organisation or assisting in activity/program leadership.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

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

Course Duration

The course may be offered on a full-time basis over 474 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units
Unit Code		Hours
SRXCLS002A	Deliver service to clients	10
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXEME001A	React safely in an emergency & help prevent emergencies	10
SRXEME002A	Participate in the control of minor emergencies	5
SRXIND001A	Develop knowledge of the sport & recreation industry	10
SRXOHS001A	Follow defined Occupational Health & Safety policy & procedures related to the work being undertaken in order to ensure own safety & that of others in the workplace	10
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXTEM002A	Support the work of a team	10

SRXTEC001A Operate a computer to gain access to & retrieve data using keyboard skills 20

SRXTEC002A Operate a computer & printer to produce simple documents 10

Core Units

SRXCLS003A Co-ordinate interaction with clients 8

SRXCOM003A Collect & provide information to facilitate communication flow 7

SRXEME003A Respond to emergency situations 8

SRXIND003A Apply sport & recreation law 10

SRXIND004A Establish & maintain an effective industry network 8

SRXORG003A Co-ordinate work & work priorities in a sport & recreation organisation 8

SRXRIS001A Undertake risk analysis of activities 10

SRXTEC003A Design, develop & produce documents, reports & worksheets using advanced functions 8

SRXTEM003A Work autonomously 7

SRXTEM004A Deal with conflict 10

Stream Core Pre-requisite and Co-requisite Units

SRXADM001A Handle mail to facilitate communication

SRXADM002A Handle information to maintain access to & security of records 12

SRXADM003A Apply knowledge of the organisation to Complete routine administration tasks 12

SRXADM004A Operate a range of office equipment to Complete routine tasks 15

SRXADM005A Handle mail to facilitate the information flow of the organisation 5

SRXADM006A Process & analyse information to provide access to & security of records 10

SRXADM007A Select, operate & maintain a range of office equipment to complete a range of tasks

Stream Core Units

SRXADM009A Maintain information records system to nsure its integrity

SRXADM010A Use the advanced functions of a range of Ofice equipment to complete daily tasks

SRXADM011A Prepare meeting details 10

Elective Units

Five elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Certificate IV in Sport and Recreation

COURSE CODE: SRO40199

Course Objectives

This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Course Duration

The course may be offered on a full-time basis over 622 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units

Unit Code		Hours
SRXCLS002A	Deliver service to clients	0
SRXCLS003A	Co-ordinate interaction with clients	
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	0
SRXCOM003A	Collect & provide information to facilitate communication flow	
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXORG003A	Co-ordinate work & work priorities in a sport & recreation organisation	8
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20
SRXTEC002A	Operate a computer & printer to produce simple documents	10
SRXTEC003A	Design, develop & produce documents, reports & worksheets using advanced functions	8

Core Units

SRXCLS004A	Provide advice in order to meet current & anticipated client requirements	7
SRXCOM004A	Source & present information in response to requests	7
SRXOHS002A	Implement & monitor the organisation's Occupational Health & Safety policies, procedures & programs in the relevant work area to achieve & maintain Occupational Health & Safety Standards	12
SRXORG004A	Plan, allocate & evaluate work carried out by teams, individuals & self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC004A	Assist with the analysis & use of emerging technology	7
SRXTEM005A	Lead, manage & develop work teams	12

Stream Core Pre-requisite and Co-requisite Units

SRXADM001A	Handle mail to facilitate communication	6
SRXADM002A	Handle information to maintain access to & security of records	12
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM009A	Maintain information records system to ensure its integrity	8

Stream Core Units

SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXADM013A	Plan business trip & associated itinerary to ensure efficient travel	15
SRXTEC005A	Assist in the maintenance of a computer system	40
SRXTEC006A	Customise & maintain software	30

Elective Units

Eight elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Certificate IV in Sports (Development)

COURSE CODE: SRS40399

Course Objectives

This course aims to provide training for established coaches or officials, or participants in basketball who wish to work in the

sport industry doing a range of coaching and officiating in basketball at the beginner and intermediate levels and/or administrative duties.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

Course Duration

The course may be offered on a full-time basis over 1032 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units

Unit Code		Hours
SRXCLS002A	Deliver service to clients	10
SRXCLS003A	Co-ordinate interaction with clients	8
SRXCOM002A	Receive & pass on information to facilitate effective routine communication	10
SRXCOM003A	Collect & provide information to facilitate communication flow	7
SRXORG002A	Work effectively in a sport & recreation organisation	10
SRXORG003A	Co-ordinate work & work priorities in a sport & recreation organisation	8
SRXTEM002A	Support the work of a team	10
SRXTEM003A	Work autonomously	7
SRXTEC001A	Operate a computer to gain access to & retrieve data using keyboard skills	20
SRXTEC002A	Operate a computer & printer to produce simple documents	10
SRXTEC003A	Design, develop & produce documents, reports & worksheets using advanced functions	8
SRXCOM004A	Source & present information in response to requests	7
SRXOHS002A	Implement & monitor the organisation's Occupational Health & Safety policies, procedures & programs in the relevant work area to achieve & maintain Occupational Health & Safety Standard	12
SRXORG004A	Plan, allocate & evaluate work carried out by teams, individuals & self	10
SRXORG005A	Participate in the meeting process	6
SRXORG006A	Conduct projects	15
SRXTEC004A	Assist with the analysis & use of emerging technology	
SRXTEM005A	Lead, manage & develop work teams	12

Development Stream Pre-requisite and Co-requisite Units

Unit Code		Hours
PUXEMEO01A	Provide emergency care	10
SRSOFF001A	Operate in accord with accepted officiating practices, styles, legal & ethical responsibilities to manage risk	25
SRXADM001A	Handle mail to facilitate communication	
SRXADM002A	Handle information to maintain access to & security of records	12
SRXADM005A	Handle mail to facilitate the information flow of the organisation	5
SRXADM006A	Process & analyse information to provide access to & security of records	10
SRXADM009A	Maintain information records system to ensure its integrity	8
SRXCAI001A	Assist in preparing sport & recreation sessions for clients	6
SRXCAI002A	Assist in conducting sport & recreation sessions for clients	8
SRXCAI003A	Provide equipment for activities	7
SRXCOM001A	Communicate in the workplace	10

Unit Code		Hours
SRXEME002A	Participate in the control of minor emergencies	5
SRXORG001A	Organise work	10
SRXOHS001A	Follow defined Occupational Health & Safety policy & procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace	10
SRXTEM001A	Work in teams	10

Development Stream Units

Unit Code		Hours
SRSCOA001A	Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities	30
SRSCOA002A	Plan individualised training programs to improve skills	40
SRSCOA003A	Conduct, monitor & adjust an individualised program of training sessions to improve skills	20
SRSCOA004A	Evaluate, analyse & modify the conduct & outcomes of individualised training programs to improve skills	45
SRSCOA005A	Include special interest groups or people with Special needs	15
SRSCOA006A	Implement fundamental principles of sports psychology	15
SRSCOA007A	Provide information about the fundamental principles of eating for peak performance	15
SRSOFF001A	Operate in accord with accepted officiating practices, styles, legal & ethical responsibilities to manage risk	25
SRSOFF002A	Apply rules & regulations to conduct games & competitions	15
SRSOFF004A	Apply self reflection techniques to evaluate & modify officiating performance	15
SRSOFF005A	Resolve conflict related to officiating	15
SRSOFF006A	Develop a fitness program for officials	20
SRSSTR001A	Implement sports first aid procedures & apply sports first aid	25
SRXADM012A	Supervise an established records system to ensure its integrity	12
SRXADM013A	Plan business trip & associated itinerary to ensure efficient travel	15
SRXADM014A	Manage & co-ordinate projects	30
SRXADM015A	Establish & maintain a records system to ensure integrity of system	40
SRXCAI004A	Plan a sport & recreation session for clients	8
SRXCAI005A	Conduct a sport & recreation session for clients	8
SRXGRP001A	Facilitate a group	8

Elective Units

Nine elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Certificate IV in Sports Science (Golf)

COURSE CODE: 3113SRG35

Course Objectives

The course aims to provide students with training and skill development in coaching operations. This includes studies in areas such as: communications, instructional techniques, movement efficiency, sports training, sports psychology, nutrition education, anatomy and physiology and, coaching teams. The course also provides advanced practical golf skills, theoretical knowledge and ASLPR level 2+ English language skills.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed Year 12, or equivalent, and have demonstrated expertise in golf.

Course Duration

The course may be offered on a full-time basis over 648 nominal hours or part-time equivalent. Course modules may be offered by flexible delivery.

Course Structure

The structure of the course is as follows:

Module Code		Hours
SRG01	English Language Studies 1	256
SRG02	Computer Studies	56
SRG03	Skill Acquisition	24
SRG04	Anatomy	40
SRG05	Professional Golf Management 1	64
SRG06	First Aid	8
SRG07	Movement Efficiency	16
SRG08	Training Principles 1	16
SRG09	Nutrition for Sport	16
SRG10	Sports Psychology 1	16
SRG11	Sports Coaching 1	40
SRG12	Golf Practicum 1	96

Diploma of Sports Science (Golf)

COURSE CODE: 3113SRG36

Course Objectives

The course aims to provide students with training and skill development in coaching operations. This includes studies in areas such as: communications, instructional techniques, movement efficiency, sports training, sports psychology, nutrition education, anatomy and physiology and, coaching teams. The course also provides advanced practical golf skills, theoretical knowledge and ASLPR level 2+ English language skills.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed Year 12, or equivalent, and have demonstrated expertise in golf.

Course Duration

The course may be offered on a full-time basis over 1296 nominal hours or part-time equivalent. Course modules may be offered by flexible delivery.

Course Structure

The structure of the course is as follows:

Module Code		Hours
SRG01	English Language Studies 1	256
SRG02	Computer Studies	56
SRG03	Skill Acquisition	24
SRG04	Anatomy	40
SRG05	Professional Golf Management 1	64
SRG06	First Aid	8
SRG07	Movement Efficiency	16
SRG08	Training Principles 1	16
SRG09	Nutrition for Sport	16
SRG10	Sports Psychology 1	16
SRG11	Sports Coaching 1	40
SRG12	Golf Practicum 1	96
SRG13	English Language Studies 2	256
SRG14	Instructional Skills	32
SRG15	Physical Development & Performance Factors	16
SRG16	Professional Golf Management 2	64
SRG17	Sports Trainer	32
SRG18	Foundations of Sport Science	48
SRG19	Biomechanics	16
SRG20	Training Principles 2	16
SRG21	Technology in Training	16
SRG22	Sports Psychology 2	16
SRG23	Sports Coaching 2	40
SRG24	Golf Practicum 2	96

Diploma of Sport and Recreation

COURSE CODE: SRO50199

Course Objectives

This course aims to provide training for persons working as administrative managers in the sport and recreation industry with responsibility for marketing, conferences, client services co-ordination and event management.

Entry Requirements

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Course Duration

The course may be offered on a full-time basis over 936 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Pre-requisites and Co-requisites Units

Unit Code		Hours	
SRXCOM002A	Receive & pass on information to facilitate routine communication	10	
SRXCOM003A	Collect & provide information to facilitate communication flow	7	
SRXCOM004A	Source & present information in response to requests	7	
SRXORG002A	Work effectively in a sport & recreation organisation	10	
SRXTEM002A	Support the work of a team	10	
SRXTEM003A	Work autonomously	7	
SRXTEM004A	Deal with conflict	10	
SRXTEM005A	Lead, manage & develop work teams	12	

Core Units

Unit Code		Hours	
BSXFMI501A	Manage personal work priorities & professional development	40	
BSXFMI502A	Provide leadership in the workplace	40	
BSXFMI504A	Participate, lead & facilitate work teams	40	
BSXFMI507A	Manage quality client service	50	
SRXCOM005A	Research, prepare & present information		10
SRXIND005A	Promote compliance with laws & legal principles	12	
SRXOHS003A	Establish, maintain & evaluate Occupational Health & Safety systems in order to ensure that the workplace is, as far as practicable, safe & without risks to health of employees & clients	15	
SRXORG007A	Develop teams & individuals to enhance performance		12
SRXTEM006A	Create, maintain & enhance effective working relationships	8	

Stream Core Pre-requisite and Co-requisite Units

Unit Code		Hours	
SRXADM012A	Supervise an established records system to ensure its integrity	12	
SRXORG005A	Participate in the meeting process	6	
SRXORG006A	Conduct projects	15	
SRXTEC005A	Assist in the maintenance of computer system	40	
SRXTEC006A	Customise & maintain software	30	

Stream Core Units

Unit Code		Hours	
SRXADM014A	Manage & co-ordinate projects	30	

SRXADM015A	Establish & maintain a records system to ensure integrity of the system	40
SRXADM016A	Establish & maintain library/resource collection	20
SRXADM017A	Plan & establish administration systems & procedures	24
SRXADM018A	Review office administration procedures & processes to meet changing demands	15
SRXADM019A	Manage the meeting process	15
SRXTEC007A	Manage the establishment & maintenance of a work group network	30

Elective Units

Ten elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package.

Certificate III in Racing (Greyhound) – Kennelhand Level 2

COURSE CODE: RGR30598

Course Objectives

This course aims to provide training for persons in charge of the daily operations of a greyhound racing kennel.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can: read, comprehend, discuss and write complex information in English; and
use and analyse complex data.

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

Course Duration

The course may be offered on a full-time basis over 325–373 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
RGRCOMST06A	Apply Occupational Health & Safety Procedures	50
RGRCOMST07A	Handle Greyhounds Safely 1	30
RGRCOMST08A	Work Effectively in the Racing Industry 1	50
RGRCOMST09A	Care for Greyhounds	70
RGRCOMS/010A	Handle Greyhounds Safely 2	25
RGRCOMST011A	Work Effectively in the Racing Industry 2	40

Elective Units

One-two units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Racing Industry Training Package.

School of Hospitality and Personal Services

The School of Management & Personal Services comprises of the following Departments:
Short Courses
Hospitality & Tourism
Personal Services

Each Department offers a broad range of TAFE courses that provide training in competencies relevant to the needs of individuals and the industries in which they are, or will be employed. Additionally, articulation pathways have been established for those students wishing to continue their studies at higher TAFE or degree levels.

Courses are offered at the City King, Footscray Nicholson, Werribee, Sunbury and Melton campuses of the University. Training is also delivered in a variety of industry settings.

Excellent learning facilities are available to students across all of the School's programs. The latest information technology and library facilities are available to all students. Classrooms, laboratories, training kitchens, restaurants and salons are fully equipped to facilitate training to the highest industry standards.

The School has strong links with industry which ensures training is up to date and relevant. All TAFE courses are developed in conjunction with industry. The majority of courses also combine concurrent work experience or supervised industry placement. This approach enriches the learning experiences of students and provides the opportunity to apply newly developed skills and knowledge in a work environment.

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

In addition to its range of courses, the School also provides consultancy and training to government and industry by way of customised training on a commercial or fee-for-service basis.

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

Carol Dickman
Associate Director Head, School of Hospitality & Personal Services

Short Course Centre

Through the Short Course Centre, a wide range of programs are offered to the community and industry. These short course programs provide an opportunity for people to undertake courses they have always wanted to study, at times convenient to them.

Short course programs range from vocational courses for those wishing to enhance or upgrade their skills for employment purposes, to courses leading to further studies and personal enrichment and leisure courses.

All of the short courses feature:
Victoria University accreditation;
A Statement of Attainment on completion;
A wide selection of options and dates;
Workshop style training;
Experienced trainers;
Quality courseware.

Victoria University can also provide many short courses as in-house training programs for your personnel, using your workplace facilities. We can customise special programs to meet your organisation's specific requirements. These customised special programs can be presented at our training facilities or at your workplace. Special group prices and delivery arrangements can be negotiated for individual companies that provide ten or more enrolments.

Short courses on offer:
Airbrushing
Automotive
Beauty Therapy
Boatbuilding
Business
Call Centre Training
Career Management
Computing and Office Skills
Cooking
Decorating
Electrotechnology
Hairdressing
Health and Fitness
Home Improvement
Hospitality
Languages
Legal
Make-up and Modelling
Massage
Personal Development
Photography
Plumbing and Gasfitting
Police Entrance Exams
Real Estate
Sailing & Powerboating
Signwriting
Taxi Driver Training
Theatre/ Dance
Travel and Tourism
Welding and Fabrication
Woodwork

The Short Course Centre is located on Level 1, City King Campus, 225 King Street, Melbourne. Telephone (03) 9284 7920. Fax (03) 9284 7927. Visit our website at: www.vu.edu.au

Department of Personal Services

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

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

Course Codes

2211ARC	Certificate II in Modelling
WRB20199	Certificate II in Nail Technology
WRB30199	Certificate III in Beauty
WRB40199	Certificate IV in Beauty Therapy
WRB50199	Diploma of Beauty Therapy
WRB20399	Certificate II in Retail Cosmetic Assistant
CUE50798	Diploma of Entertainment (Make-Up)
3113BT01	Certificate III in Health Science (Therapeutic Massage)
3113BT02	Certificate IV in Health Science (Remedial Massage)
WA0350	Diploma of Health Science (Massage)
WRH20100	Certificate II in Hairdressing
WRH30100	Certificate III in Hairdressing
WRH40100	Certificate IV in Hairdressing
WRR50197	Diploma of Retail Management
WRR40197	Certificate IV in Retail Management
WRR30197	Certificate III in Retail Operations
WRR20197	Certificate II in Retail Operations
WRR10197	Certificate I in Retail Operations

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

Kathryn Whye
Head, Department of Personal Services– TAFE

Certificate II in Modelling

COURSE CODE: 2211ARC

Course Objectives

The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:
fashion parades;
photographic work; and
media productions

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements

To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration

This course is offered on a full-time basis over 11 weeks.

Course Structure

This course consists of 14 modules totalling 340 nominal hours.

Module Codes		Hours
NCS003	Job Seeking Skills	20
VBE625	Communication in the Modelling Industry	17
VBE626	Working in the Modelling Industry	30
VBE627	Lifestyle & Health for the Model	9
VBE628	The Fashion Industry	10
VBE629	Selection & Care of Fashion Garments for the Model	10
VBE630	Image Making for the Modelling Assignment–Makeup	30
VBE631	Image Making for the Modelling Assignment–Hair	21
VBE632	Image Making for the Modelling Assignment–Nails	9
VBE633	Techniques for Catwalk Modelling	60
VBE634	Movement to Music for the Catwalk	33
VBE635	Creative Expression for the Model	24
VBE636	Photographic Modelling Techniques	27
VBE637	Practicum	40

Module descriptors are listed by code under the Module Details section of this Handbook.

Certificate II in Nail Technology

COURSE CODE: WRB20199

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in manicare, pedicare and nail technology needs; laws, regulations, Acts, professional associations and unions governing the profession; provide a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

No specific pre-requisites as the industry regards this as entry-level training, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults.

Course Duration

This course may be offered on a full-time basis over 15 weeks or part-time over 12 months. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Students must complete all of the 8 core units and all the units form the Nail Technology Stream Options

Core Modules

Module Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36

Nail Technology Stream

WRB17A	Provide Manicare & Pedicare Services	40
WRB18A	Apply Nail Enhancement	45
WRB19A	Use Electrical Equipment for Nails	40
WRB20A	Apply Nail Art	15

Note: The following unit will be incorporated into the above Units of Competency as they contain major areas of underpinning science knowledge essential to the satisfactory completion of these Units.

WRBX1	Nail Science	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Beauty

COURSE CODE: WRB30199

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products; the knowledge, practical skills and techniques to perform, advise and counsel clients in waxing, manicare and pedicare, artificial nails and nail art, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; the structure and function of the skin, hair and nails, products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of cosmetology.

This course provides substantial articulation with the certificate IV in Beauty Therapy and the Diploma of Beauty Therapy also offered by Victoria University.

Entry Requirements

No specific pre-requisites, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults.

Course Duration

This course may be offered on a full-time basis over a period of 20 weeks or part-time equivalent.

Course Structure

Students must complete all of the 13 core units and the 5 units from the Beauty Options.

Core Modules

Module Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB15A	Provide Lash & Brow Treatments	20
WRB16A-A	Provide Temporary Epilation & Bleaching Treatments	
WRB16A-B	Skin Biology	20

Note: The following units will be incorporated into the above Units of Competency as they contain major areas of underpinning science knowledge essential to the satisfactory completion of these units.

Beauty Options

Module Code		Hours
WRB17A	Provide Manicare & Pedicare Services	40
WRB18A	Apply Nail Enhancement	45
WRB19A	Use Electrical Equipment for Nails	40
WRB20A	Apply Nail Art	15
WRB21A	Design & Apply Make-Up	40

Module descriptors are listed by code under the Module Details section of this Handbook.

Certificate IV in Beauty Therapy

COURSE CODE: WRB40199

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicare and pedicare, facials, body treatments, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; anatomy and physiology, skin science and skin diseases, chemistry, electrical principles, knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of Beauty Therapy. The course provides a recognised credential and, where appropriate, credits in the Diploma of Beauty Therapy and in related National Retail Competencies.

Entry Requirements

To qualify for admission to this course participants will need to have achieved Year 11 or equivalent and have the literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed Year 11 will also be considered for admission. Selection is via aptitude and literacy tests followed by and interview.

Course Duration

This course is delivered on a full-time basis over 1 year. The course is delivered via a mixture of flexible learning, traditional class teaching and work integrated learning. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Students must complete all units.

Unit Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB16A-A	Temporary Epilation & Bleaching	80
WRB16A-B	Skin Biology	20
WRB17A	Provide Manicare & Pedicare Service	40
WRB24A-A.1	Anatomy & Physiology A	41
WRB24A-A.2	Nutrition	20
WRB24A-B.1	Skin	42

WRB24A-B.2	Anatomy & Physiology B	41
WRB24A-C	Assessment During Facial Treatments	9
WRB25A-A	Facials	122
WRB25A-B	Skin Disorders	30
WRB15A	Provide Lash & Brow Treatments	20
WRB27A	Provide Body Treatments	116
WRB21A	Design & Apply Make Up	40
WRB26A-A	Advanced Facials	80
WRB26A-B	Cosmetic Chemistry	41
WRB26A-C	Basic Electricity	24
WRB40A	Provide a Safe Working Environment	36

Diploma of Beauty Therapy

Course Code: WRB50199

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicare and pedicare, massage, facials, aromatherapy, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; anatomy and physiology, skin science and skin diseases, chemistry, electrical principles, knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of Beauty Therapy.

This course provides a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

To qualify for admission to this course participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed year 12 will also be considered for admission.

Selection is via aptitude and literacy tests followed by an interview.

Course Duration

This course is delivered on a full-time basis over 18 months or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Students must complete all units.

Core Modules

Module Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A-A	Infection Control	32
WRB03A-B	First Aid	8
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36
WRB13A	Advise on Beauty Services	30
WRB14A	Pierce Ears	20
WRB15A	Provide Lash & Brow Treatments	20
WRB16A-A	Provide Temporary Epilation & Bleaching Treatments	

WRB16A-B	Skin Biology	20
WRB17A	Provide Manicare & Pedicare Services	40
WRB21A	Design & Apply Make-Up	40
WRB22A	Design & Apply Make-Up for Photography	40
WRB23A	Design & Apply Remedial Camouflage	30
WRB24A-A.1	Anatomy & Physiology A	41
WRB24A-A.2	Nutrition	20
WRB24A-B.2	Skin	42
WRB24A-B.2	Anatomy & Physiology B	41
WRB24A-C	Assessment during Facial Treatments	9
WRB25A-A	Provide Facial Treatments	122
WRB25A-B	Skin Disorders	30
WRB26A-A	Provide Advanced Facial Treatments	80
WRB26A-B	Cosmetic Chemistry	41
WRB26A-C	Basic Electricity	24
WRB27A	Provide Body Treatments	116
WRB28A	Provide Aesthetic Aromatherapy Massage	60
WRB29A-A	Provide Permanent Epilation A	80
WRB29A-B	Provide Permanent Epilation B	80
WRB32A	Co-Ordinate Work Teams	36
WRB40A	Provide a Safe Working Environment	36
BSX001/A	Evaluate a Business Opportunity	20
BSX002/A	Complete a Business Plan	30
BSX003/A	Address Legal & Administrative Requirements	20

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate II in Retail Cosmetic Assistant

Course Code WRB20399

Course Objectives

This course aims to provide students with the skills required to merchandise and sell beauty products in a retail environment; with the knowledge, practical skills and techniques to advise clients on skin care products, with client communication skills; knowledge of laws, regulations, Acts, professional associations and unions governing the profession; provide a recognized credential and where appropriate, credits in further education and training.

Entry Requirements

To qualify for admission to this course applicants must have basic English language, numeracy and literacy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration

This course is offered on a full time basis over 12 weeks.

Course Structure

Students must complete all of the 8 core units and all the units from the Retail Cosmetic Assistant Stream

Core Modules

Module Code		Hours
WRB01A	Communicate with Clients	36
WRB02A	Work Effectively in a Salon/Store Environment	18
WRB03A	Apply Safe Working Practices	40
WRB04A	Perform Salon/Store Cleaning duties	18
WRB05A	Merchandise Beauty Products	36
WRB06A	Sell Beauty Products	18
WRB07A	Conduct Financial Transactions	36
WRB08A	Provide Service to Clients	36

Retail Cosmetics Stream

WRB09A	Perform Stock Control Procedures	80

WRB10A	Minimise Theft	
WRB11A	Operate Retail Equipment	
WRB12A	Demonstrate Retail Skin Care Products	
WRB21A	Design & apply Make Up	40

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Entertainment (Make-Up)

COURSE CODE: CUE50798

Course Objectives

This course trains people to work as freelance make up artists.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 5.

Course Duration

The course may be offered on a full-time basis over 790 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Module Code		Hours
023/01	Evaluate a business opportunity	20
023/02	Complete a business plan	30
023/03	Address legal & administrative requirements	20
023/04	Address customer requirements	30
023/05	Manage business operations	30
023/07	Manage finances	40
023/08	Review business	20
CUEMUP3A	Design, apply & remove specialized make up	160

Elective Units

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

Certificate III in Health Science (Therapeutic Massage)

COURSE CODE: 3113BT01

Course Objectives

This course aims to provide training in the practical and theoretical aspects of therapeutic massage. Participants will acquire knowledge of human biology and infection control procedures relevant to the therapeutic massage industry.

Entry Requirements

To qualify for admission to the course, applicants must:

have successfully completed year 12 or equivalent or be of mature age;

have completed an introductory course in massage;

be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write printed information in English; and

attend an interview and be offered a place in the course.

Course Duration

The course will be offered on a full-time basis (during the day or part-time at night) over 418 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
BT48851	Fundamentals of Anatomy Physiology	51
BT62008	Personal Communication Skills	51
BT62240	Massage 1	51
BT62013	Massage Practice 1	61
BT62018	Business Procedures 1G	34
BT62259	Anatomy & Physiology for Masseurs	51
BT62501	Postural Massage Techniques	51
BT62502	Postural Massage Practical	68

Certificate IV in Health Science (Remedial Massage)

COURSE CODE: 3113BT02

Course Objectives

This course aims to provide training in the practical and theoretical aspects of remedial massage. Participants will acquire further knowledge of human biology as well as an understanding of movement and exercise principles and the skills to treat people with pain and injury.

Entry Requirements

To qualify for admission to the course, applicants must:

have successfully completed year 12 or equivalent or be of mature age;

have completed the Certificate III in Health Science (Therapeutic Massage) or equivalent;

be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write printed information in English; and

attend an interview and be offered a place in the course.

Course Duration

The course will be offered on a full-time basis (during the day or part-time at night) over 879 nominal hours or part-time equivalent (this includes pre-requisite hours).

Course Structure

Students must complete all modules of the Certificate III in Health Science (Therapeutic Massage) or equivalent as a pre-requisite. The structure of the course is as follows:

Core Units

Unit Code		Hours
BT62019	Life Skills Development	51
BT62277	Surface Anatomy	51
BT62301	Theory of Movement	51
BT62500	Nutrition for Masseurs	51
BT62503	Applied Principles Transverse Friction/Deep Tissue Techniques	24
BT62505	Advanced Massage Techniques	51
BT62506	Trigger Point Therapy & Massage for Joints	51
BT62016	Physiology of Exercise	51
BT48657	Pathology 1	34
BT62508	Restorative Practicum	46

Diploma of Health Science (Massage)

COURSE CODE: WA0350

Course Objectives

This course aims to provide training in a range of health issues, research principles, further massage techniques and some complementary modalities.

Entry Requirements

To qualify for admission to the course, applicants must:

have successfully completed year 12 or equivalent or be of mature age;

have completed the Certificate IV in Health Science (Remedial Massage) or equivalent;

be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write printed information in English; and

attend an interview and be offered a place in the course.

Course Duration

The course may be offered on a full-time basis during the day or part-time at night over 1216 nominal hours (this includes pre-requisite hours).

Course Structure

Students must complete all modules of the Certificate III in Health Science (Therapeutic Massage) and the Certificate IV in Health Science (Remedial Massage) or equivalents as a pre-requisite. The structure of the course is as follows:

Core Units

Unit Code		Hours
BT20099	Contemporary Health Issues	51
BT62310	Principles of Foot Reflexology	34
BT62338	Professional Skills & Ethics	34
BT62374	Principles of Acupressure	34
BT62504	Applied Principles of Alexander & Trager Technique	17
BT62509	Sport & Recreation Massage	51
BT62507	Clinical Practice	21
BT62510	Massage Research Project	51

Elective Units

Thirty four (34) nominal hours of elective units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant curriculum document.

Certificate II in Hairdressing

COURSE CODE: WRH20100

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 state-wide accredited curriculum (published December, 1996).

Course Duration

The course may be offered on a full-time basis over 174 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
WRH01A	Maintain a safe, clean & efficient work environment	30
WRH02A	Communicate in the workplace	30
WRH03A	Receive & direct clients	20
WRH04A	Prepare clients for salon services	10
WRH05A	Co-ordinate salon tasks	10
WRH06A	Remove chemicals from hair	20
WRH07A	Schedule & check-out clients	36
WRRS1A	Sell products & services	18

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Certificate III in Hairdressing

COURSE CODE: WRH30100

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.

Course Duration

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

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
(i)		
WRH01A	Maintain a safe, clean & efficient work environment	30
WRH02A	Communicate in the workplace	30
WRH03A	Receive & direct clients	20
WRH04A	Prepare clients for salon services	10
WRH05A	Co-ordinate salon tasks	10
WRH06A	Remove chemicals from hair	20
WRH07A	Schedule & check-out clients	36
WRRS1A	Sell products & services	18
(ii)		
WRH09A	Consult with Clients & Diagnose Hair & scalp conditions	10
WRH10A	Treat Hair & Scalp	10
WRH11A	Cut Hair	170
WRH12A	Dress (Style) Hair	135
WRH13A	Perform Permanent Wave & Chemical Relaxation Services	90
WRH14A	Colour Hair	115
WRH15A	Co-ordinate Salon Team	36

Optional Unit

WRH22A   Perform a face shave   20

The optional unit will be selected by the student in consultation with her/his employer depending on work requirements and is subject to approval by the Head of Department.

Certificate IV in Hairdressing

COURSE CODE: WRH40100

Course Objectives

The course aims to provide training for 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 state-wide accredited curriculum (published December, 1996).

Course Duration

The course may be offered on a part-time basis over 140 – 390 nominal hours.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code		Hours
BSZ404A	Train small groups	30
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5

Elective Units

Four units from any of the following elective streams:

Hairdressing,

Beauty,

Management.

selected by the student in consultation with his/her employer, with approval of the Head of Department.

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Diploma of Retail Management

Incorporating–

Certificate IV in Retail Management

Certificate III in Retail Operations

Certificate II in Retail Operations

Certificate I in Retail Operations

COURSE CODE: WRR50197 Diploma

COURSE CODE: WRR40197 Certificate IV

COURSE CODE: WRR30197 Certificate III

COURSE CODE: WRR20197 Certificate II

COURSE CODE: WRR10197 Certificate I

Course Objectives

These courses aim to provide participants with the knowledge and skills to work in the Retail sector.

Participants completing the Diploma and Certificate IV in Retail Management should be able to function in a broad range of varied activities and in a wider variety of contexts, most of which are complex and non-routine. These courses aim to develop the skills to provide leadership and guidance when managing others, as well as being able to: contribute to technical solutions of a non-routine or contingency nature; evaluate and analyse current practices; develop new criteria and procedures for performing current practices; and the provision of guidance to others in the application and planning of skills.

At the completion of the Certificate III in Retail Operations participants will have the skills to develop extensive product knowledge and manage responsibility for coordinating/supervising the work of others.

Participants completing the Certificate II in Retail Operations will be prepared to apply for entry level employment or, gain a basic understanding of how to operate within, the Retail sector. Certificate II in Retail Operations is considered by the industry to be the standard entry level qualification required by employees to function effectively in the Retail industry.

The Certificate I in Retail Operations provides participants with a basic understanding of how to operate within the retail sector.

Entry Requirements

To qualify for admission to the Certificate I and II in Retail Operations, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of completing the course. The Certificate II in Retail Operations is also available to existing employees or as a traineeship, the Certificate II in Retail Operations is the first step in a career in Retailing and leads directly to Certificates III and IV in Retail Operations. Entrants may include: unemployed youth; school leavers (pre-year 12); long term unemployed; secondary school students and/or career/experience in other industries.

To qualify for admission into the Certificate III in Retail Operations participants must be assessed by the School as having demonstrated competence at AQF Level 2 as outlined in the National Retail Competency Standards.

To qualify for admission into the Certificate IV in Retail Management participants must be assessed by the School as

having demonstrated competence at AQF Level 3 as outlined in the National Retail Competency Standards.

To qualify for admission into the Diploma in Retail Management participants must have successfully completed the Certificate IV in Retail Management.

Experience within the Retail Industry in a supervisory/coordinating role and the means for measuring (assessing) their performance is also desirable for participants undertaking in the Certificate III, IV and Diploma courses.

Course Duration

In line with the Federal Government's New Apprenticeship system principles, these courses have been designed for flexible delivery modes such as fully on-the-job, combined on and off-the-job, distance learning, and for Assessment of learners against workplace competency standards.

The Certificate I in Retail Operations may be offered on a full-time basis for 8 weeks, this involves 4 weeks of off-the-job training and four weeks of work placement in a Retail enterprise. On-the-job training involves students undertaking 150 hours of scheduled work duties under the instruction and supervision of a trainer/supervisor. Off-the-job training takes place when a participant is not undertaking normal scheduled work duties. The off-the-job training component of this course (nominal hours of 162 hours) may be undertaken at the workplace or at the University.

Course Structure

Stage 1: Certificate I in Retail Operations

Participants must complete 8 Core Modules

Module Code		Hours
	Work Placement	150
	Introduction to Retailing	24
WRRCS.1A	Communicate in the Workplace	63
	Retail Documentation & Calculations	27
WRRER.1A	Work Effectively in a Retail Environment	42
WRRLP.1A	Apply Safe Working Practices	18
WRRM.2A	Perform Routine Housekeeping Duties	18
WRRCA.1A	Operate Retail Equipment	21

Upon successful completion of the Certificate I in Retail Operations or equivalent participants are eligible to apply for entry into Stage 2.

Stage 2: Certificate II in Retail Operations

Participants must complete Certificate I in Retail Operations plus 5 compulsory core modules and one of the 3 elective streams listed below:

Core Modules
WRRLP.2A	Minimise Theft	21
WRRCS.2A	Apply Point of Sale Handling Procedures	
WRRCS.3A	Interact with Customers	36
WRRI.1A	Perform Stock Control Procedures	36
WRRF.1A	Balance Register/Terminal	18

Elective Stream Modules

Participants must complete one of the followingstreams.

General Selling Stream
WRRM.1A	Merchandise Products	36
WRRS.1A	Sell Products & Services	18
WRRS.2A	Advise on Products & Services	27

General Fresh Food Stream
WRRS.1A	Sell Products & Services	18
WRRLP.6A	Apply Hygiene & Sanitation Practices	12
WRRFS.1A	Advise on Fresh Food Products & Services	21
WRRFM.1A	Merchandise Fresh Food Products	30

Clerical Administrative Stream
WRRCA.2A	Apply Retail Office Procedures	18
WRRCA.3A	Apply Retail Office Keyboard Skill	36
WRRF.2A	Perform Retail Finance Duties	27

Upon successful completion of the Certificate II in Retail Operations or equivalent participants are eligible to apply for entry into Stage 3: Certificate III in Retail Operations. Participants must demonstrate competency at AQF Level 2 prior to commencing Stage 3.

Core Modules
Unit Code		Hours
WRRER.2A	Co-ordinate Work Teams	36
WRRER.3A	Maintain Employee Relations	36
WRRM.4A	Co-ordinate Housekeeping	9
WRRLP.3A	Maintain Store Safety	36
WRRLP.4A	Maintain Store Security	18

Elective Streams

Participants must complete one of the following elective streams.

Training Streams
WRRER.4A	Implement Staff Training	36
WRRER.5A	Assess Workplace Competencies	36

Plus one of the following modules
WRRCS.4A	Co-ordinate Interaction with Customers	36
WRRM.3A	Co-ordinate Merchandise Presentation	36
WRRS.3A	Co-ordinate Sales Performance	36
WRRCA.4A	Co-ordinate Retail Office	36

General Selling Stream

Participants must complete one of the following modules:
WRRCS.4A	Co-ordinate Interaction with Customers	36
WRRM.3A	Co-ordinate Merchandise Presentation	36
WRRS.3A	Co-ordinate Sales Performance	36

Plus one of the following modules:
WRRLP.5A	Apply Store Security Systems & Procedures	36
WRRLP.7A	Co-ordinate Hygiene & Sanitation	36

or
WRRI.2A	Maintain Stock Control	18

and
WRRI.3A	Order Stock	18

Plus two of the following if completing the General Selling Stream or one of the following if completing the Training Stream:
WRRFS.4A	Recommend Liquor Products	36
WRRSS.1A	Recommend & Fit Clothing & Accessories	36
WRRSS.2A	Recommend & Fit Footwear Products & Services	36
WRRSS.3A	Recommend Jewellery Products & Services	36
WRRSS.4A	Recommend Electrical Products & Services	36
WRRSS.5A	Recommend Furniture Products	36
WRRSS.6A	Recommend Floor Covering Products & Services	36
WRRSS.7A	Recommend Hardware Products & Services	36
WRRSS.8A	Recommend Cameras Photo Equipment & Services	36
WRRSS.9A	Recommend Computer Products & Services	36
WRRSS.10A	Recommend Sporting Products & Services	36
WRRSS.11A	Recommend Toy Products	36
WRRSS.12A	Recommend & Sell Books & Advise on Readers Services	36
WRRSS.13A	Recommend Newsagency Products & Services	36
WRRSS.14A	Recommend & Sell Video Products & Services	36

Retail Administration/Finance Stream
WRRI.2A	Maintain Stock Control	18
WRRI.3A	Order Stock	18
WRRI.4A	Co-ordinate Retail Office	36
WRRF.3A	Produce Financial Reports	36
WRRF.4A	Prepare Payroll	36

Upon successful completion of Stage 1, 2 and 3 or equivalent participants are eligible to apply for entry into Stage 4.

Stage 4: Certificate in Retail Management

Participants must demonstrate competency at Australian Qualifications Framework Level 3 in the National Retail Competency Standards prior to proceeding with Stage 4.

Core Modules

Participants must complete 2 Core Modules

Unit Code		Hours
WRRER.4A	Implement Staff Training	36
WRRER.5A	Assess Workplace Competencies	36
WRRO.3A	Provide a Safe Working Environment	36
WRRPM.1A	Administer Human Resources Policy	36
WRRPM.2A	Recruit & Select Personnel	36
WRRPM.3A	Lead & Manage People	30
WRRPL.1A	Manage Financial Resources	36

Elective Modules

Plus a minimum of 2 Elective Modules

WRRCA.4A	Co-ordinate Retail Office	36
WRRF.4A	Prepare Payroll	36
WRRO.1A	Manage Merchandise & Store Presentation	36
WRRO.2A	Manage Sales & Service Delivery	36
WRRO.4A	Control Store Security/Loss	36
WRRO.5A	Control Inventory	36
WRRO.6A	Manage Store Facilities	27
WRRI.4A	Buy Merchandise	50

Stage 5: Diploma in Retail Management

Participants must successfully complete Stage 4 Certificate IV in Retail Management prior to proceeding with Stage 5.

Core Modules

Participants must complete 3 Core Modules

WRRINF.1A	Analyse & Communicate Information	80
WRRPL.2A	Set Strategic Plans	80
WRRPL.3A	Initiate & Implement Change	150

Elective Modules

Plus one of the following elective modules:

WRRO.1A	Manage Merchandise & Store Presentation	36
WRRO.6A	Manage Store Facilities	27

Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Department of Hospitality and Tourism

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

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

Course Codes

THH11197	Certificate I in Hospitality (Kitchen Operations)
THH11097	Certificate I in Hospitality (Operations)
THH21897	Certificate II in Hospitality (Operations) [Food & Beverage Services]
THH21897	Certificate II in Hospitality (Operations) [Accommodation Services]
THH21297	Certificate II in Hospitality (Commercial Cookery)
THH31597	Certificate III in Hospitality (Commercial Cookery)
THH32897	Certificate III in Hospitality (Accommodation Services)
THH42397	Certificate IV in Hospitality (Food & Beverage Supervision)
THH42497	Certificate IV in Hospitality (Accommodation Services)
THH51297	Diploma in Hospitality (Management)
THH60297	Advanced Diploma in Hospitality (Management)
THT40298	Certificate IV in Tourism (Team Leading)
THT30498	Certificate III in Tourism (Tour Operations)
THT40198	Certificate IV in Tourism (Sales & Marketing)
THT30698	Certificate III in Tourism (Visitor Information Services)
THT30298	Certificate III in Tourism (Retail Travel Sales)
THT50198	Diploma of Tourism (Marketing & Product Development)
THT50398	Diploma of Tourism (Operations Management)
THT60198	Advanced Diploma of Tourism Management [Operations Management]
THT60198	Advanced Diploma of Tourism Management [Marketing & Product Development]

Nature/Adventure-based Tourism

incorporating

THT40398	Certificate IV in Tourism (Guiding)

and

SRO40199	Certificate IV in Sport & Recreartion

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 (Kitchen Operations)

COURSE CODE: THH11197

Course Objectives

This course aims to provide entry-level training for persons working as a Kitchen Hand/Catering Assistant/ Kitchen Attendant in the hospitality industry.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can: read, comprehend, discuss and write complex information in English; and

use and analyse complex data.

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

Course Duration

The course may be offered on a full-time basis over 120 - 196 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10
THHCOR03A Follow Health, Safety & Security Procedures	5
THHHCO01A Develop & Update Hospitality Industry Knowledge	25
THHGHS01A Follow Workplace Hygiene Procedures	15
THHBKA01A Organise & Prepare Food	20
THHBKA02A Present Food	6
THHBKA03A Receive & Store Stock	10
THHBKA04A Clean & Maintain Premises	10

Elective Units

One unit selected from the following streams:

Commercial Cookery

Commercial Catering

Patisserie

Asian Cookery

Food & Beverage

Selected by the student in consultation with his/her employer, with approval of the Head of Department.

Certificate I in Hospitality (Operations)

COURSE CODE: THH11097

Course Objectives

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

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can: read, comprehend, discuss and write complex information in English; and

use and analyse complex data.

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

Course Duration

The course may be offered on a full-time basis over 80 - 195 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10

THHCOR03A Follow Health, Safety & Security Procedures	5
THHHCO01A Develop & Update Hospitality Industry Knowledge	25
THHGHS01A Follow Workplace Hygiene Procedures	15

Elective Units

Two units selected from the following streams:

Food & Beverage

Housekeeping

Selected by the student in consultation with his/her employer, with approval of the Head of Department.

Certificate II in Hospitality (Operations) [Food and Beverage Services]

COURSE CODE: THH21897

Course Objectives

Upon fulfilling the course requirements students will be eligible to:

seek employment in the Hospitality Industry

seek entry to the Diploma of Hospitality (Management) with direct credits

The Certificate II in Hospitality (Operation - Food and Beverage Service) is designed to prepare students for operational/supervisory roles in all major sectors of the Hospitality Industry, such as Restaurants, Resorts, Hotels, Public Cafeterias, Motels, Reception Rooms, Caterers, Gaming Establishments, Hospitals and Employee Food Services.

This course aims to develop a broad awareness and understanding of specific hospitality industry by introducing the different roles, job functions and career paths available in hospitality and aims to multi-skill students in entry level to advanced level skills across a range of four industry streams of Front Office, Housekeeping, Food and Beverage, and Kitchen Attending. The course also aims to develop general and specialised supervisory skills in hospitality operations.

Entry Requirements

Australian Year 10 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course;

Commitment to the hospitality industry;

IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is offered over 6 months commencing February and July (Please note; July intakes will depend upon demand).

This course will be offered at Footscray Nicholson and Sunbury Campuses.

Course Structure

Common Core Modules

Module Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10
THHCOR03A Follow Health, Safety & Security Procedures	5
THHHCO01A Develop & Update Hospitality Industry Knowledge	25
THHGHS01A Follow Workplace Hygiene Procedures	15

Functional Modules

THHBFB01A Operate a Bar	30
THHBFB01aA Clean & Tidy Bar Areas	10
THHADFB03A Prepare & Serve Cocktails	20
THHBFB10A Prepare & Serve Non-Alcoholic Beverages	15
THHBFB04A Provide Table Service of Alcoholic Beverages	50
THHBFB09A Provide Responsible Service of Alcohol	10

THHBFB11A Develop & Update Food & Beverage Knowledge	40
THHBFB02/3A Provide Food & Beverage Service	110
Total	360

Assessment

Overall Assessment is by tests, assignments, reports, group work and practical observations.

Certificate II in Hospitality (Operations) [Accommodation Services]

COURSE CODE: THH21897

Course Objectives

Upon fulfilling the course requirements students will be eligible to:
seek employment in the Hospitality Industry
seek entry to the Certificate IV/ Diploma of Hospitality (Management) with direct credits

The Certificate II is designed to prepare students for operational roles in all major sectors of the Hospitality Industry, such as Restaurants, Resorts, Hotels, Public Cafeterias, Motels, Reception Rooms, Caterers, Gaming Establishments, Hospitals and Employee Food Services.

This course aims to develop a broad awareness and understanding of the hospitality industry by introducing the different roles, job functions and career paths available in hospitality and aims to multi-skill students across a range of four industry streams of Accommodation Services, Food and Beverage, and Kitchen Attending. The course also aims to develop general and specialised supervisory skills in hospitality operations.

Entry Requirements

Australian Year 10 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course;
Commitment to the hospitality industry;
IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is offered over 6 months. Commencing February and July *Note:* July intakes will depend upon demand.

This course will be offered at Footscray, Nicholson and Sunbury Campuses.

Course Structure

Common Core Modules

Module Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10
THHCOR03A Follow Health, Safety & Security Procedures	5

Hospitality Core Modules

THHGHS01A Follow Workplace Hygiene Procedures	15
THHHCO01A Develop & Update Hospitality Industry Knowledge	25

Functional Modules

THHBFO01A Receive & Process Reservations	20
THHBFO02/3A Provide Accommodation Reception Services	30
THHBFO07A Communicate on the Telephone	5
THHBFO10A Provide Porter Services	10
THHBH03/4A Prepare Rooms for Guests	25
THHBHO1A Provide Housekeeping Services to Guests	10
THHBHO2A Clean Premises & Equipment	10
THHGCS01A Develop & Update Local Knowledge	10
THHGCS02A Promote Products & Services to Customers	45

THHGCT01A Access & Retrieve Computer Data	10
THHGCT02A Produce Documents on Computer	30
THHGFA01A Process Financial Transactions	15
THHGGA02A Perform Clerical Procedures	20
TOTAL	310

Certificate II in Hospitality (Commercial Cookery)

COURSE CODE: THH21297

Note: A review of this training package is underway and the course structure may change.

Course Objectives

Upon fulfilling the course requirements students will be eligible to:
seek employment in the Hospitality Industry
seek credits towards higher qualifications such as Australian/International Trade qualifications as a chef.

The Certificate II in Hospitality (Commercial Cookery) is designed to train students in the principle and methods of food preparation suitable for employment in a commercial food environment.

It is an intensive practical and theoretical course which will equip students to work as Assistant Cooks in all areas of catering: Restaurants, Hotels, Motels, Hospitals, Clubs, Industrial Canteens and Short Order Outlets.

Entry Requirements

Australian Year 11 (or recognised equivalents) is preferred OR sufficient industry experience and maturity to successfully undertake the course;
Commitment to the hospitality industry;
IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is delivered over 16 weeks commencing February and July

Note: July intakes will depend upon demand.

This course will be offered at Footscray Nicholson Campus and Sunbury Campus.

Course Structure

Common Core Modules

Module Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10
THHCOR03A Follow Health, Safety & Security Procedures	5

Hospitality Core Modules

THHHCO01A Develop & Update Hospitality Industry Knowledge	25
THHGHS01A Follow Workplace Hygiene Procedures	15

Functional Modules

THHBCC01A Use Basic Methods of Cookery	45
THHBCC02A Prepare Appetisers & Salads	25
THHBCC02aA Prepare Sandwiches	6
THHBCC03A Prepare Stocks & Sauces	28
THHBCC03aA Prepare Soups	10
THHBCC04A Prepare Vegetables, Eggs & Farinaceous Dishes	40
THHBCC05A Prepare & Cook Poultry & Game	25
THHBCC06A Prepare & Cook Seafood	30
THHBCC07A Identify & Prepare Meat	50
THHBCC08A Prepare Hot & Cold Sweets	50
THHBCC09A Prepare Pastry, Cakes & Yeast Goods	35
THHBCC11A Implement Food Safety Procedures	25

THHBKA01A Organise & Prepare Food	20
THHBKA02A Present Food	6
THHBKA03A Receive & Store Stock	10
THHBKA04A Clean & Maintain Premises	10
TOTAL	485

Certificate III in Hospitality (Accommodation Services)

COURSE CODE: THH32897

Course Objectives

The course aims to provide training for people working or seeking to work within the accommodation services industry to perform a range of skilled operations with the need to apply discretion and judgement.

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:

read, comprehend, discuss and write complex information in English; and

use and analyse complex data

Applicants must be working in the accommodation services industry.

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

Course Duration

The course may be offered on a full-time basis over 375 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10
THHCOR03A Follow Health, Safety & Security Procedures	5
THHHCO01A Develop & Update Hospitality Industry Knowledge	25
THHGHS01A Follow Workplace Hygiene Procedures	15
THHGGA01A Communication on the Telephone	5
THHGCS02A Promote Products & Services to Customers	45
THHGCS03A Deal with Conflict Situations	20
THHGTR01A Coach Others in Jobs Skills	20

A minimum of 10 additional units from the following areas, with at least 5 units to be selected from the hospitality functional areas of Front Office and/or Housekeeping:

Hospitality Functional Areas:
Food & Beverage,
Gaming
Front Office
Housekeeping
Commercial Catering
Commercial Cookery
Security
General Areas:
Customer Services, Sales and Marketing
Hygiene, Health, Safety and Security
General Administration
Financial Administration
Computer Technology

Selected by the student with the approval of the Head of Department having regard to the units specified on pages 62 and 63 of the Hospitality Training Package, Australian National Training Authority, 1997.

Tourism units selected from the Tourism Training Package may be chosen but are limited to:

Tourism Training Package Units

Tourism Core
THTTCO01A Develop & Update Tourism Industry Knowledge; Guiding
THTFTG01A Work as a Guide,
THTFTG03A Develop & Maintain the General Knowledge Required by Guides,
THTFTG06A Prepare & Present Tour Commentaries;

Sales/Office Operations
THTSOP02A Source & Provide Destination Information & Advice
THTSOP03A Access & Interpret Product Information
THTSOP04A Sell Tourism Products & Services
THTSOP05A Prepare Quotations
THTSOP06A Receive & Process Reservations
THTSOP07A Book & Co-ordinate Supplier Services
THTSOP08A Operate a Computerised Reservation System
THTSOP09A Process Non-Air Documentation
THTSOP10A Construct & Ticket Domestic Airfares
THTSOP11A Construct & Ticket Normal International Airfares
THTSOP12A Construct & Ticket Promotional International Airfares
THTSOP15A Process & Monitor Meeting/Event Registrations

Meetings
THTFME01A Co-ordinate Guest/Delegate Registrations at Venue

Attractions and Theme Parks
THTFAT01A Work as a Guide
THTFTG03A Develop & Maintain the General Knowledge Required by Guides
THTFTG06A Prepare & Present Tour Commentaries

Any units selected must be relevant to the occupational outcome sought by the student and the appropriate Australian Qualification Framework level and approved by the Head of Department.

Where the competencies involve the serving of alcohol, the Unit THHBFBO9A Provide Responsible Service of Alcohol must be completed.

Certificate III in Hospitality (Commercial Cookery)

COURSE CODE: THH31597

Course Objectives

The course aims to train apprentices/trainees in the principles and methods of food preparation suitable for employment in a commercial food environment and to work as assistant cooks in all areas of catering: restaurants, hotels, motels, hospitals, clubs, industrial canteens and short order outlets.

Entry Requirements

To qualify for admission to the course, applicants must be working in the area.

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

Course Duration

The course may be offered on a full-time basis over 800 nominal hours or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

Unit Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10
THHCOR03A Follow Health, Safety & Security Procedures	5
THHHCO01A Develop & Update Hospitality Industry Knowledge	25
THHGHS01A Follow Workplace Hygiene Procedures	15
THHHBKA01A Organise & Prepare Food	20
THHHBKA02A Present Food	6
THHHBKA03A Receive & Store Stock	10
THHHBKA04A Clean & Maintain Premises	10
THHHBCC01A Use Basic Methods of Cookery	45
THHHBCC02A Prepare Appetisers & Salads	25
THHHBCC02aA Prepare Sandwiches	6
THHHBCC03A Prepare Stocks & Sauces	28
THHHBCC03aA Prepare Soups	10
THHHBCC04A Prepare Vegetables, Eggs & Farinaceous Dishes	40
THHHBCC05A Prepare & Cook Poultry & Game	25
THHHBCC06A Prepare & Cook Seafood	30
THHHBCC07A Identify & Prepare Meat	50
THHHBCC08A Prepare Hot & Cold Desserts	50
THHHBCC09A Prepare Pastry, Cakes & Yeast Goods	35
THHHBCC11A Implement Food Safety Procedure	25
THHHBCC10A Plan & Prepare Food for Buffets	25
THHHGGA01A Communicate on the Telephone	5
THHHGCS02A Promote Products & Services to Customers	45
THHHGCS03A Deal with Conflict Situations	20
THHHGTR01A Coach Others in Job Skills	20

A minimum of three additional units from the following areas:

Hospitality Functional Areas:

Commercial Cookery

Commercial Catering

Patisserie

Asian Cookery

selected by the student with the approval of the Head of Department having regard to the units specified on pages 62 and 63 of the Hospitality Training Package, Australian National Training Authority, 1997.

Certificate IV in Hospitality (Food and Beverage Supervision)

COURSE CODE: THH42397

Course Objectives

Upon fulfilling the course requirements students will be eligible to:
seek employment in the Hospitality Industry
seek entry to the Diploma of Hospitality (Management) with direct credits.

The Certificate IV is designed to prepare students for operational/supervisory roles in all major sectors of the Hospitality Industry, such as Restaurants, Resorts, Hotels, Public Cafeterias, Motels, Reception Rooms, Caterers, Gaming Establishments, Hospitals and Employee Food Services.

This course aims to develop a broad awareness and understanding of the hospitality industry by introducing the different roles, job functions and career paths available in hospitality and aims to multi-skill students in entry level to advanced level skills across a range of industry streams. The course also aims to develop general and specialised supervisory skills in hospitality operations.

Entry Requirements

Australian Year 11 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course; Commitment to the hospitality industry;

IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is delivered over 12 months commencing February and July (Please note; July intakes will depend upon demand).

This course will be offered at the Footscray Nicholson and Sunbury Campuses.

Course Structure

Certificate IV in Hospitality (Food and Beverage Supervision) is the first stage of the Diploma of Hospitality Management)

Common Core Modules

Module Code	Hours
THHCOR01A Work with Colleagues & Customers	15
THHCOR02A Work in a Socially Diverse Environment	10
THHCOR03A Follow Health, Safety & Security Procedures	5

Hospitality Core Modules

THHGHS01A Follow Workplace Hygiene Procedures	15
THHHCO01A Develop & Update Hospitality Industry Knowledge	25

Functional Modules

THHADFB01A Provide Specialist Advice on Food	40
THHADFB02A Provide Specialist Wine Service	40
THHBCC01A Use Basic Methods of Cookery	45
THHBCC15A Organise Food Service Operations	120
THHBFB01A Operate a Bar	30
THHBFB01aA Clean & Tidy Bar Areas	10
THHBFB02/3A Provide Food & Beverage Service	110
THHBFB04A Provide Table Service of Alcoholic Beverages	50
THHBFB09A Provide Responsible Service of Alcohol	10
THHBFB10A Prepare & Serve Non-Alcoholic Beverages	15
THHBFB11A Develop & Update Food & Beverage Knowledge	40
THHBFO07A Communicate on the Telephone	5
THHGCS02A Promote Products & Services to Customers	45
THHGCS03A Deal with Conflict Situations	20
THHGCT01A Access & Retrieve Computer Data	10
THHGCT02A Produce Documents on Computer	30
THHGGA02A Perform Clerical Procedures	20
THHGGA07A Control & Order Stock	25
THHGLE01A Monitor Work Operations	30
THHGLE02A Implement Workplace Health, Safety & Security Procedures	30
THHGLE08A Lead & Manage People	60
THHGLE09A Manage Workplace Diversity	60
THHGLE13A Manage Finances within a Budget	30
THHGTR01A Coach Others in Job Skills	20
TOTAL	965

Certificate IV in Hospitality (Accommodation Services Supervision)

COURSE CODE: THH42497

Contact the Department for details.

Diploma in Hospitality (Management)

COURSE CODE: THH51297

Please note review of training package underway, course structure may change.

Course Objectives

Upon fulfilling the course requirements students will be eligible to:

seek employment in the major sectors of the Hospitality Industry

seek entry to the Advanced Diploma in Hospitality (Management) with direct credit for all units undertaken

seek entry to the Bachelor of Business (Hospitality and Tourism Management) VU with substantial credits

seek entry to relevant degree programs at Australian Universities with credits

seek entry to Year 2 of the Master of Arts (Hotel and Catering Management) at the University of Dundee, Scotland with credits by negotiation.

This course is designed to meet the specific needs of people seeking mid level management roles in all major sectors of the hospitality industry such as Restaurants, Resorts, Hotels, Motels, Reception Rooms, Caterers, Gaming Establishments, Hospitals and Employee Food Services.

The course aims to enable students to acquire, develop and practice operative through to fundamental management level skills required in the hospitality industry by introducing the different roles, job functions and career paths available in hospitality and aims to multi-skill students in entry level to advanced level skills across four industry streams of Front Office, Food and Beverage and Kitchen Attending.

Entry Requirements

Successful completion of Certificate IV in Hospitality (Food and Beverage Supervision) OR extensive industry experience and maturity to successfully undertake the course;

Commitment to the hospitality industry;

IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is delivered approximately 1 semester full-time concurrently with the Advanced Diploma. This course will be offered at the Footscray Nicholson Campus.

Course Structure

The first stage of this course is the Certificate IV in Hospitality (Food and Beverage Supervision).

Module Code		Hours
THHBFO04A	Maintain Financial Records	45
THHGCS05A	Organise Functions	40
THHGGA05A	Plan & Manage Meetings	20
THHGGA08A	Plan & Establish Systems & Procedures	25
THHGHS03A	Provide First Aid	24
THHGLE03A	Develop & Implement Operational Plans	50
THHGLE04A	Establish & Maintain a Safe & Secure Workplace	30
THHGLE05A	Roster Staff	30
THHGLE10A	Manage Workplace Relations	60
THHGLE14A	Prepare & Monitor Budgets	30
THHGLE20A	Develop & Maintain the Legal Knowledge Required for Business Compliance	60
THHSCAT02A	Plan the Total Concept for a Major Event or Function	36
THTPPD09A	Develop Conference Programs	30

TOTAL		480

Advanced Diploma in Hospitality (Management)

COURSE CODE: THH60297

Please note review of training package underway, course structure may change.

Course Objectives

Upon fulfilling the course requirements students will be eligible to:

seek employment in the major sectors of the Hospitality Industry

seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial credits

seek entry to relevant degree programs at Australian Universities with credits.

This course is designed to meet the specific needs of people seeking mid to upper level management roles in all major sectors of the hospitality industry such as Restaurants, Resorts, Hotels, Motels, Reception Rooms, Caterers, Gaming Establishments, Hospitals and Employee Food Services.

The course aims to enable students to acquire, develop and practice operative through to fundamental management level skills required in the hospitality industry by introducing the different roles, job functions and career paths available in hospitality and aims to multi-skill students in entry level to advanced level skills across a range of industry streams.

The course provides a strong foundation for students intending to undertake a University course.

The first and second stages of this course are Certificate IV in Hospitality (Food and Beverage Supervision) and the Diploma of Hospitality (Management)

Entry Requirements

Successful completion of Certificate IV in Hospitality (Food and Beverage Supervision) OR extensive industry experience and maturity to successfully undertake the course;

Commitment to the tourism industry;

IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

One year full-time concurrently with the Diploma of Hospitality. This course will be offered at the Footscray Nicholson Campus.

Course Structure

Module Code		Hours
THHGFA04A	Prepare Financial Statements	35
THHGLE11A	Manage Quality Customer Service	30
THHGLE12A	Develop & Manage Marketing Strategies	50
THHGLE15A	Manage Financial Operations	75
THHGLE16A	Manage Physical Assets	40
THHGLE17A	Manage & Purchase Stock	70
THHGLE19A	Develop & Implement a Business Plan	40
	TOTAL	340
	Total of Cert. IV + Dip. + Adv. Dip	1785

Certificate IV in Tourism (Team Leading)
(Sales and Marketing)

Incorporating–

Certificate III in Tourism (Visitor Information Services) (Tour Operations) (Retail Travel Sales)

Course Codes: THT40298 Certificate IV Team Leading

THT40198 Certificate IV Sales and Marketing

THT30698 Certificate III Visitor Information Services

THT30498 Certificate III Tour Operations

THT30298 Certificate III Retail Travel Sales

Course Objectives

Upon fulfilling the course requirements students will be eligible to:
seek employment in the tourism industry according to the stream selected

seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial credits

seek entry to relevant degree programs at Australian Universities with credits

These courses are designed to meet the specific needs of people seeking mid level management roles in any sector of the tourism industry.

The Certificate IV in Tourism (Sales and Marketing) is designed to reflect the role of those people who work in a variety of sales and marketing roles across all sectors of the tourism industry, including: Sales Executives; Marketing Coordinator; Promotions Officer. The Certificate IV in Tourism (Team Leading) is designed to reflect the role of those people who fulfil a supervisory/team leading role in any industry sector. The Certificate III in Tourism (Tour Operations) is designed to reflect the role of specialist tour operator staff. This qualification would meet the needs of both large and small tour operators. Common titles may include: Operations Consultant; Reservations Sales Agent; Tour Coordinator, Operations Coordinator; Tour Consultant. The Certificate III in Tourism (Retail Travel Sales) is designed to reflect the role of retail travel consultants working in a domestic context. The Certificate III in Tourism (Visitor Information Services) is designed to reflect the role of staff working in the information services sector. It may also apply to those individuals who fulfil a dual information/sales function in tourism destinations. Common titles may include: Information Officer; Booking Agent. These courses provide a strong foundation for students intending to undertake a University course.

Entry Requirements

Australian Year 11 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course;
Commitment to the tourism industry;
IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

These courses are offered over 1 year commencing February. Students who successfully complete all modules will be eligible to graduate with three Certificate III qualifications and two Certificate IV qualifications.

This course will be offered at the Werribee and Sunbury campus.

Course Structure

Module Code		Hours
THHCOR01A	Work with Colleagues & Customers	15
THHCOR02A	Work in a Socially Diverse Environment	10
THHCOR03A	Follow Health, Safety & Security Procedures	5
THHGCS03A	Deal with Conflict Situations	20
THHGCS04A	Make Presentations	30
THHGCS06A	Plan & Implement Sales Activities	20
THHGCS07A	Co-ordinate Marketing Activities	30
THHGCS08A	Establish & Conduct Business Relationships	40
THHGCT01A	Access & Retrieve Computer Data	10
THHGCT02A	Produce Documents on Computer	30
THHGCT03A	Design & Develop Computer Documents, Reports & Worksheets	15
THHGFA01A	Process Financial Transactions	15
THHGFA04A	Prepare Financial Statements	35
THHGGA01A	Communicate on the Telephone	5
THHGGA02A	Perform Clerical Procedures	20
THHGGA04A	Prepare Business Documents	25
THHGGA05A	Plan & Manage Meetings	20
THHGLE01A	Monitor Work Operations	30
THHGLE02A	Implement Workplace Health, Safety & Security Procedures	30
THHGLE05A	Roster Staff	30
THHGLE08A	Lead & Manage People	60
THHGLE09A	Manage Workplace Diversity	60
THHGLE10A	Manage Workplace Relations	60
THHGLE13A	Manage Finances within a Budget	30
THHGTR01A	Coach Others in Job Skills	20
THTPPD02A	Research Tourism Data	100
THTPPD03A	Source & Package Tourism Products & Services	50
THTSMA01A	Co-ordinate the Production of Brochures & Marketing Materials	40
THTSMA02A	Create a Promotional Display/Stand	20
THTSOP02A	Source & Provide Destination Information & Advice	85
THTSOP03A	Access & Interpret Product Information	55
THTSOP04A	Sell Tourism Products & Services	20
THTSOP05A	Prepare Quotations	20
THTSOP06A	Receive & Process Reservations	20
THTSOP07A	Book & Co-ordinate Supplier Services	15
THTSOP08A	Operate a Computerised Reservation System	100
THTSOP09A	Process Non-Air Documentation	15
THTSOP10A	Construct & Ticket Domestic Airfares	35
THTTCO01A	Develop & Update Tourism Industry Knowledge	25
	Total	1265

Diploma of Tourism (Marketing and Product Development)

COURSE CODE: THT50198

Course Objectives

Upon fulfilling the course requirements students will be eligible to:
seek employment in the tourism industry according to the stream selected

seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial credits

seek entry to relevant degree programs at Australian Universities with credits

These courses are designed to meet the specific needs of people seeking mid level management roles in any sector of the tourism industry.

The course aims to enable students to acquire, develop and practice fundamental management level skills required in the tourism industry.

The course provides a strong foundation for students intending to undertake a University course.

Entry Requirements

Australian Year 11 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course; Commitment to the tourism industry;

IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is offered over 1 year commencing February. This course will be offered at the Werribee Campus.

Course Structure

Module Code		Hours
THHBFO07A	Communicate on the Telephone	5
THHGLE03A	Develop & Implement Operational Plans	50
THHCOR01A	Work with Colleagues & Customers	15
THHCOR02A	Work in a Socially Diverse Environment	10
THHCOR03A	Follow Health, Safety & Security Procedures	5
THHGCS03A	Deal with Conflict Situations	20
THHGCS04A	Make Presentations	30
THHGCS07A	Co-ordinate Marketing Activities	30
THHGCS08A	Establish & Conduct Business Relationships	40
THHGCT01A	Access & Retrieve Computer Data	10
THHGCT02A	Produce Documents on Computer	30
THHGFA01A	Process Financial Transactions	15
THHGGA02A	Perform Clerical Procedures	20
THHGGA04A	Prepare Business Documents	25
THHGGA05A	Plan & Manage Meetings	20
THHGLE01A	Monitor Work Operations	30
THHGLE02A	Implement Workplace Health, Safety & Security Procedures	30
THHGLE04A	Establish & Maintain a Safe & Secure Workplace	30
THHGLE08A	Lead & Manage People	60
THHGLE09A	Manage Workplace Diversity	60
THHGLE12A	Development & Manage Marketing Strategies	50
THHGLE13A	Manage Finances within a Budget	30
THHGLE14A	Prepare & Monitor Budgets	30
THHGLE20A	Develop & Maintain the Legal Knowledge Required for Business Compliance	60
THHGTR01A	Coach Others in Job Skills	20
THTPPD01A	Create & Implement Strategic Product Development Initiatives	70
THTPPD02A	Research Tourism Data	100
THTPPD03A	Source & Package Tourism Products & Services	50
THTPPD08A	Plan & Develop Meeting/Event Proposals & Bids	30
THTPPD13A	Assess Tourism Opportunities for Local Communities	
THTPPD14A	Develop & Implement Local/Regional Tourism Plan	
THTSMA01A	Co-ordinate the Production of Brochures & Marketing Materials	40
THTTCO01A	Develop & Update Tourism Industry Knowledge	25
	TOTAL	1145

Note: The Diploma of Tourism (Marketing and Product Development) is designed to reflect the role of the many tourism industry personnel involved in the planning and marketing of tourism products and services.

Advanced Diploma of Tourism Management [Marketing and Product Development]

COURSE CODE: THT60198

Course Objective

Upon fulfilling the course requirements students will be eligible to: seek employment in the Tourism Industry

seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial credits

seek entry to relevant degree programs at Australian Universities with credits.

These courses are designed to meet the specific needs of people seeking mid to upper level management roles in the marketing and product development area in any sector of the tourism industry.

The course aims to enable students to acquire, develop and practice fundamental management level skills required in the tourism industry across a range of industry streams.

The course provides a strong foundation for students intending to undertake a University course.

Entry Requirements

Australian Year 11 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course; Commitment to the Tourism industry;

IELTS 5.5 (or recognised equivalent); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is delivered over 18 months commencing February. This course will be offered at the Werribee and Sunbury Campuses.

Course Structure

Module Code		Hours
THHBFO07A	Communicate on the Telephone	5
THHCOR01A	Work with Colleagues & Customers	15
THHCOR02A	Work in a Socially Diverse Environment	10
THHCOR03A	Follow Health, Safety & Security Procedures	5
THHGCS03A	Deal with Conflict Situations	20
THHGCS04A	Make Presentations	30
THHGCS07A	Co-ordinate Marketing Activities	30
THHGCS08A	Establish & Conduct Business Relationships	40
THHGCT01A	Access & Retrieve Computer Data	10
THHGCT02A	Produce Documents on Computer	30
THHGFA01A	Process Financial Transactions	15
THHGFA04A	Prepare Financial Statements	35
THHGGA02A	Perform Clerical Procedures	20
THHGGA04A	Prepare Business Documents	25
THHGGA05A	Plan & Manage Meetings	20
THHGLE01A	Monitor Work Operations	30
THHGLE02A	Implement Workplace Health, Safety & Security Procedures	30
THHGLE03A	Develop & Implement Operational Plans	50
THHGLE04A	Establish & Maintain a Safe & Secure Workplace	30
THHGLE08A	Lead & Manage People	60
THHGLE09A	Manage Workplace Diversity	60
THHGLE11A	Manage Quality Customer Service	30
THHGLE12A	Develop & Manage Marketing Strategies	50
THHGLE13A	Manage Finances within a Budget	30
THHGLE14A	Prepare & Monitor Budgets	30
THHGLE15A	Manage Financial Operations	75

THHGLE16A	Manage Physical Assets	40
THHGLE19A	Develop & Implement a Business Plan	40
THHGLE20A	Develop & Maintain the Legal Knowledge Required for Business Compliance	60
THHGTR01A	Coach Others in Job Skills	20
THTPPD01A	Create & Implement Strategic Product Development Initiatives	70
THTPPD02A	Research Tourism Data	100
THTPPD03A	Source & Package Tourism Products & Services	50
THTPPD06A	Plan & Develop Ecologically Sustainable Tourism Operations	70
THTSMA01A	Co-ordinate the Production of Brochures & Marketing Materials	40
THTSMA02A	Create a Promotional Display/Stand	20
THTTCO01A	Develop & Update Tourism Industry Knowledge	25
	TOTAL	1245

Note: The Advanced Diploma of Tourism Management is designed to reflect the role of a senior or general manager in any sector of the tourism industry.

Diploma of Tourism (Operations Management)

COURSE CODE: THT50398

Course Objectives

Upon fulfilling the course requirements students will be eligible to:
seek employment in the Tourism Industry according to the stream selected
seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial credits
seek entry to relevant degree programs at Australian Universities with credits

These courses are designed to meet the specific needs of people seeking mid level management roles in any sector of the tourism industry.

The course aims to enable students to acquire, develop and practice fundamental management level skills required in the tourism industry.

The course provides a strong foundation for students intending to undertake a University course.

Entry Requirements

Australian Year 11 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course;
Commitment to the tourism industry;
IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is offered over 1 year commencing February. This course will be offered at the Werribee and Sunbury Campuses.

Course Structure

Common Core Modules

Module Code		Hours
sTHHBFO07A	Communicate on the Telephone	5
THHCOR01A	Work with Colleagues & Customers	15
THHCOR02A	Work in a Socially Diverse Environment	10
THHCOR03A	Follow Health, Safety & Security Procedures	5
THHGCS03A	Deal with Conflict Situations	20
THHGCS08A	Establish & Conduct Business Relationships	40
THHGCT01A	Access & Retrieve Computer Data	10

THHGCT02A	Produce Documents on Computer	30
THHGCT03A	Design & Develop Computer Documents, Reports & Worksheets	15
THHGFA01A	Process Financial Transactions	15
THHGGA02A	Perform Clerical Procedures	20
THHGGA04A	Prepare Business Documents	25
THHGGA05A	Plan & Manage Meetings	20
THHGGA08A	Plan & Establish Systems & Procedures	25
THHGGA09A	Manage Projects	60
THHGLE01A	Monitor Work Operations	30
THHGLE02A	Implement Workplace Health, Safety & Security Procedures	30
THHGLE03A	Develop & Implement Operational Plans	50
THHGLE04A	Establish & Maintain a Safe & Secure Workplace	30
THHGLE05A	Roster Staff	30
THHGLE07A	Recruit & Select Staff	60
THHGLE08A	Lead & Manage People	60
THHGLE09A	Manage Workplace Diversity	60
THHGLE10A	Manage Workplace Relations	60
THHGLE11A	Manage Quality Customer Service	30
THHGLE13A	Manage Finances within a Budget	30
THHGLE14A	Prepare & Monitor Budgets	30
THHGLE20A	Develop & Maintain the Legal Knowledge Required for Business Compliance	60
THHGTR01A	Coach Others in Job Skills	20
THTPPD03A	Source & Package Tourism Products & Services	50
THTSMA01A	Co-ordinate the Production of Brochures & Marketing Materials	40
THTSOP02A	Source & Provide Destination Information & Advice	85
THTSOP03A	Access & Interpret Product Information	55
THTSOP04A	Sell Tourism Products & Services	20
THTTCO01A	Develop & Update Tourism Industry Knowledge	25
	TOTAL	1205

Note: The Diploma of Tourism (Operations Management) is designed to reflect the role of the professional meetings manager is responsible for all aspects of meeting and event management.

Advanced Diploma of Tourism Management
[Operations Management]

COURSE CODE: THT60198

Course Objectives

Upon fulfilling the course requirements students will be eligible to:
seek employment in the Tourism Industry
seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial credits)
seek entry to relevant degree programs at Australian Universities with credits

These courses are designed to meet the specific needs of people seeking mid to upper level management roles in any sector of the tourism industry.

The course aims to enable students to acquire, develop and practice fundamental management level skills required in the tourism industry across a range of industry streams.

The course provides a strong foundation for students intending to undertake a University course.

Entry Requirements

Australian Year 11 (or recognised equivalents) OR sufficient industry experience and maturity to successfully undertake the course;
Commitment to the tourism industry;

IELTS 5.5 (or recognised equivalents); Students in the range IELTS 5.0-5.5 will be individually assessed prior to entry to this course and will be required to undertake additional English language support at the University, if admitted to this course.

Course Duration

This course is offered over 18 months commencing February. This course will be offered at the Werribee Campus.

Course Structure

Module Code		Hours
THHBFO07A	Communicate on the Telephone	5
THHCOR01A	Work with Colleagues & Customers	15
THHCOR02A	Work in a Socially Diverse Environment	10
THHCOR03A	Follow Health, Safety & Security Procedures	5
THHGCS03A	Deal with Conflict Situations	20
THHGCS08A	Establish & Conduct Business Relationships	40
THHGCT01A	Access & Retrieve Computer Data	10
THHGCT02A	Produce Documents on Computer	30
THHGCT03A	Design & Develop Computer Documents, Reports & Worksheets	15
THHGFA04A	Prepare Financial Statements	35
THHGFA01A	Process Financial Transactions	15
THHGGA02A	Perform Clerical Procedures	20
THHGGA04A	Prepare Business Documents	25
THHGGA05A	Plan & Manage Meetings	20
THHGGA08A	Plan & Establish Systems & Procedures	25
THHGGA09A	Manage Projects	60
THHGLE01A	Monitor Work Operations	30
THHGLE02A	Implement Workplace Health, Safety & Security Procedures	30
THHGLE03A	Develop & Implement Operational Plans	50
THHGLE04A	Establish & Maintain a Safe & Secure Workplace	30
THHGLE05A	Roster Staff	30
THHGLE07A	Recruit & Select Staff	60
THHGLE08A	Lead & Manage People	60
THHGLE09A	Manage Workplace Diversity	60
THHGLE10A	Manage Workplace Relations	60
THHGLE11A	Manage Quality Customer Service	30
THHGLE13A	Manage Finances within a Budget	30
THHGLE14A	Prepare & Monitor Budgets	30
THHGLE15A	Manage Financial Operations	75
THHGLE16A	Manage Physical Assets	40
THHGLE19A	Develop & Implement a Business Plan	40
THHGLE20A	Develop & Maintain the Legal Knowledge Required for Business Compliance	60
THHGTR01A	Coach Others in Job Skills	20
THTPPD02A	Research Tourism Data	100
THTPPD03A	Source & Package Tourism Products & Services	50
THTSMA01A	Co-ordinate the Production of Brochures & Marketing Materials	40
THTSMA02A	Create a Promotional Display/Stand	20
THTSOP02A	Source & Provide Destination Information & Advice	85
THTSOP03A	Access & Interpret Product Information	55
THTSOP04A	Sell Tourism Products & Services	20
THTTCO01A	Develop & Update Tourism Industry Knowledge	25
	TOTAL	1465

Note: The Advanced Diploma of Tourism Management is designed to reflect the role of a senior or general manager in any sector of the tourism industry.

Assessment

Overall Assessment is by tests, assignments, reports, group work and practical observations.

Nature/Adventure-Based Tourism

Incorporating

Certificate IV in Tourism (Guiding)

Certificate IV in Sport and Recreation

COURSE CODE: THH40398 Certificate IV in Tourism (Guiding)

COURSE CODE: SRO40199 Certificate IV in Sport and Recreation

Contact the Department for details.

Module Details

In this section the modules are listed in alpha-numerical order according to their University/PETE code. Codes beginning with a number are listed at the start. Look under the Course Structure heading in the course descriptions (pages 27–160) to find the names and codes of the modules included in a course. Additional unit/ module details may be obtained by contacting the relevant department.

1.12A WILDFIRE BEHAVIOUR 1

Campus To be advised
Prerequisite(s) Nil
Content Fire science and fire behaviour.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

1.12B WILDFIRE SUPPRESSION 1

Campus To be advised
Prerequisite(s) 1.12A Wildfire Behaviour 1.
Content Extinguishing mediums; Portable fire extinguishers; Operating firefighting equipment; Response to fire; Wildfire hazards; Safe working practices around aircraft.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

2.28 WILDFIRE BEHAVIOUR 2

Campus To be advised
Prerequisite(s) 1.12A Wildfire Behaviour 1.
Content Fuel-moisture content, quantity, types, size, drought effects, curing, aspect; Weather-wind direction and speed, temperature, relative humidity, cold fronts, local effects; Topography and Fire behaviour.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

2.29 WILDFIRE SUPPRESSION 2

Campus To be advised
Prerequisite(s) VBB343 Natural Resources Mapping Systems, 1.12B Wildfire Suppression 1, 2.28 Wildfire Behaviour 2.
Content Strategies and tactics including direct and indirect attack, back burning, wet & dry firefighting, defensive firefighting tactics, reporting, mop up, identification of cause.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

206/01 TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION

Campus St Albans
Prerequisite(s) Nil
Content Establish the client's needs; Identify parties, properties and other interests; Determine contingency strategies; Initiate the transaction; Determine terms of engagement; Identify any conflict of interest between conveyancer and client.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

206/05 PREPARE AND EXECUTE DOCUMENTS

Campus St Albans
Prerequisite(s) Nil
Content Prepare documentation; Present documentation for execution; Manage collateral/third party involvement; Draft, adapt and construct documents to meet client needs and instructions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

2011ADC-1 HANDLING DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Responsibilities and the law for handling, storage and transport of dangerous gods; Hazard information for substances classified as dangerous goods; Interpreting markings on containers and storage areas; Segregation requirements; Characteristics of each class of dangerous goods.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

2011ADC-2 SAFETY PRECAUTIONS

Campus Werribee.
Prerequisite(s) Nil
Content Use of fire extinguisher; Select and use protective apparel; Manual handling to minimise personal injury.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

2011ADC-3 ROAD TRANSPORT REQUIREMENTS

Campus Werribee.
Prerequisite(s) 2011ADC-1 Handling of dangerous goods, 2011ADC-2 Safety precautions.
Content Registration, driver requirements; Documentation; Vehicle markings; Responsibilities; Safety equipment; Incident requirements.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

2011ADC-4 TRANSPORT BULK DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) 2011ADC-1 Handling of dangerous goods, 2011ADC-2 Safety precautions l, 2011ADC-3 Road transport requirements.
Content Maintenance of vehicles; Driver responsibilities.
Required Reading To be advised
Nominal Hours 1.5 Hours
Assessment As per accredited curriculum

2011ADC-5 TRANSFER REQUIREMENTS FOR BULK DANGEROUS GOODS (ROAD)

Campus Werribee.
Prerequisite(s) 2011ADC-1 Handling of dangerous goods, 2011ADC-2 Safety precautions l, 2011ADC-3 Road transport requirements.
Content Filling levels; Safe work practices.
Required Reading To be advised
Nominal Hours 2.5 Hours
Assessment As per accredited curriculum

8870BA PERMIT ISSUING AUTHORITIES – ANCA

Campus To be advised
Prerequisite(s) Nil
Content The Australian Nature Conservation Agency; Conservation both national and international; Conventions and acts controlling import and export regulations; Regulations affecting trade under major international treaties; Commonwealth Legislation regulating Wildlife Protection (Regulation of Exports and imports) Act 1982; Wildlife exports; Wildlife imports.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

8870BB PERMIT ISSUING AUTHORITIES – SALES TAX

Campus To be advised
Prerequisite(s) Nil
Content Sales Tax (exceptions and classification Act, assessing goods, procedures for claiming, credit areas, sales tax calculations).
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

8870BC PERMIT ISSUING AUTHORITIES – AQIS

Campus To be advised
Prerequisite(s) Nil
Content The Australian Quarantine and Inspection Service in Australia; Quarantine treatments commonly used; Cargo clearance procedures; Impact of the introduction of new exotic pests and diseases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

AAA600 SCIENCE INDUSTRY ORIENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Scientific language and literacy skills; Collect, analyse and organise information relevant to scientific technical work; Identify the structure, culture, and resources in two contrasting scientific technical workplaces; Investigation of two distinct aspects of the operation of a laboratory or other scientific technical workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AAA601 WORK PLACEMENT B

Campus To be advised
Prerequisite(s) AAA600 Science industry orientation.
Content Team work, occupational health and safety procedures, equal opportunity practices, care with equipment, record and report results.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA603 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) AAA600 Science Industry Orientation.
Content Relevant legislation and standards concerning occupational health and safety; hazards associated with specific materials, equipment and procedures; recognition of laboratory hazards; control measures to minimise risks; identify and implement appropriate procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA604 PRACTICAL PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a feasible project plan; refine the project parameters as a result of background research and/or evaluation of trial procedures or prototypes; execute the project plan and analyse the outcomes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA610 INTRODUCTORY PHYSICS

Campus To be advised
Prerequisite(s) To be advised
Content Terminology and concepts to explain commonly experienced physical phenomena, controlled experiments, safely perform investigations and record, analyse and report data, methods to solve problems involving physical quantities.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA620 PRINCIPLES OF INSTRUMENTATION

Campus To be advised
Prerequisite(s) Nil
Content Terminology and key concepts; use of given equipment/instruments; safely perform investigations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA630 COMPUTER FUNDAMENTALS

Campus To be advised
Prerequisite(s) Nil
Content Computing terminology; create, save, print, spell-check, format; solution of operational problems, print a report.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS

Campus To be advised
Prerequisite(s) AAA630 Computer Fundamentals

Content Design and construct a spreadsheet; edit and manipulate data; format and print a spreadsheet; test the accuracy of spreadsheet; use graphics to represent numeric data in a visual format.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA632 SCIENTIFIC DATABASE APPLICATIONS

Campus To be advised
Prerequisite(s) AAA630 Computer Fundamentals
Content Terminology and concepts; access an existing datafile and manipulate the data; create a database; maintain an existing database; produce useable reports from a specified database.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA640 INTRODUCTORY MATHEMATICS

Campus To be advised
Prerequisite(s) Nil
Content Fractions, decimals, ratios, proportions, percentages, mensuration problems in two and three dimensions, linear algebraic equations, polynomials, equations of straight lines and representing them graphically on the Cartesian Plane, geometry of triangles and quadrilaterals, definition of sin, cos and tan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA641 LABORATORY MATHEMATICS

Campus To be advised
Prerequisite(s) AAA640 Introductory Mathematics.
Content Collect and process numerical data; calculate the equations of regression lines; predictions and interpretation of results; indices; linear and quadratic functions and their graphs; non-linear laws; exponential and logarithmic functions; growth and decay problems; exponential or power laws.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA642 STATISTICS AND METHODS OF SAMPLING

Campus To be advised
Prerequisite(s) AAA641 Laboratory Mathematics.
Content Characterise the variation and/or distribution in a data set by constructing frequency distributions from raw data for categorical and numerical variables. Employ statistical inference techniques to estimate population parameters.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA643 STATISTICS AND METHODS OF QUALITY ASSURANCE

Campus To be advised
Prerequisite(s) AAA642 Statistics and methods of sampling.
Content Characterise the variation and/or distribution in a data set by constructing frequency distribution from raw data for categorical and numerical variable; Employ statistical inference techniques to estimate population parameters.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA650 LABORATORY ANIMAL HUSBANDRY

Campus To be advised
Prerequisite(s) Nil
Content Safely handle, restrain and transport laboratory animals for specific husbandry procedures. Maintain the health and records of an animal under care. Provide a suitable diet for the species. Understand the issues surrounding animal ethics and welfare.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA651 FARM ANIMAL HUSBANDRY

Campus To be advised
Prerequisite(s) Nil
Content Safely handle, restrain and transport farm animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA652 COMPANION ANIMAL HUSBANDRY

Campus To be advised
Prerequisite(s) Nil
Content Safely handle, restrain and transport companion animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA653 ANIMAL FACILITY OPERATIONS AND HYGIENE

Campus To be advised
Prerequisite(s) Nil
Content Maintenance of hygiene in animal facilities; Methods of chemical or physical decontamination; Work routines to maintain optimum environmental hygiene standards; Maintain optimum levels of personal hygiene and occupational safety relevant to environmental hygiene.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA654 ANIMAL ETHICS AND WELFARE

Campus To be advised
Prerequisite(s) Nil
Content Examine personal and community issues of animal ethics; Understand the legislation, Australian Codes of Practices and guidelines for specific matters which may arise in the workplace.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA655 PRACTICAL ANIMAL BREEDING

Campus To be advised
Prerequisite(s) AAA650 Laboratory Animal Husbandry.
Content List breeding data for commonly kept animals; The methods used to adjust reproductive performance; Awareness of reproductive ailments; Health problems and treatments; Stress minimisation regimes in breeding animals.
Required Reading To be advised
Nominal Hours 40 Hours

AAA656 ANIMAL LABORATORY TECHNIQUES

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA654 Animal ethics and welfare, AAA702 Biological techniques B.
Content Occupational Health and Safety; Ethical, welfare and legal requirements which govern animal laboratory procedures; Collect biological samples and then perform initial analysis; Administer specified substances/treatments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA657 ANIMAL HEALTH

Campus To be advised
Prerequisite(s) AAA653 Animal facility operations and hygiene and at least one animal husbandry module.
Content The use of appropriate terminology to describe health and disease in animals; Recognise signs of disease and take appropriate action; Monitoring and disease control measures; First aid for animals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA658 ANIMAL BEHAVIOUR

Campus To be advised
Prerequisite(s) One animal husbandry module, AAA654 Animal ethics and welfare.
Content Identify natural and breed characteristic behaviours; Behaviour of animals involved in specified research; Procedures that may be used to provide optimal captive environments and care for animals; Behaviour, prediction and effects of the actions of an animal carer on the behaviour of animals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA659 ANIMAL SURGICAL TECHNIQUES

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA709/710 Anatomy and Physiology I & II, AAA656 Laboratory animal techniques.
Content Prepare animals for anaesthesia and surgery; Prepare facilities, equipment and personnel for anaesthesia and surgery; Assist with the induction, maintenance and monitoring of anaesthesia; Post-anaesthetic and post-operative care for animals; Maintain anaesthetic and surgical facilities and equipment.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

AAA660 ANIMAL HOUSE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Procedures to forecast, assess, cost and satisfy the demand for animals in a research facility, financial, legislative material, equipment, staff and animal records, maintain ethical work practices, capabilities and services of an animal facility, methods of communication between the animal facility and other organisation sections, problem solving strategies, plan, deliver and audit a training program for animal facility staff, or student, or junior researcher.
Required Reading To be advised
Nominal Hours 60 Hours

AAA661 ANIMAL NUTRITION

Campus To be advised
Prerequisite(s) AA650/651/652 Laboratory/Farm/Companion Animal Husbandry, AAA710 Anatomy & Physiology II.
Content Diets of selected animals and functions of their digestive systems; Diets for the purposes of maintenance, growth and reproduction; Inappropriate feeding practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA662 HUSBANDRY OF LESS COMMON SPECIES

Campus To be advised
Prerequisite(s) AAA650 Laboratory/AAA651 Farm/AAA652 Companion Animal Husbandry, AAA653 Animal Facility Operations and Hygiene, AAA654 Animal Ethics and Welfare, AAA655 Practical Animal Breeding, AAA656 Animal Laboratory Techniques.
Content For selected species: Biological data for selected species; Maintenance and care; Design accommodation, care facilities and environment in accordance with legislation and animal welfare requirements; Breeding procedures; Monitor and maintain the health and induced disease status.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA663 ARTIFICIAL BREEDING TECHNIQUES

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA710 Anatomy & physiology II, AAA655 Practical animal breeding, AAA702 Biological techniques B.
Content Prepare animals, facilities and equipment for artificial breeding; Collect, evaluate and store reproductive products; Culture reproductive products.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA664 ANIMAL HOUSE DESIGN

Campus To be advised
Prerequisite(s) AAA650 Laboratory animal husbandry, AAA653 Animal facility operations and hygiene.
Content Pen, cage and rack requirements for housing common laboratory animals; Major plant equipment requirements for a modern experimental animal house; Provide technical advice in experimental animal house construction requirements; environmental parameters; Ventilation and servicing requirements; Produce experimental animal house design floor plans.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

AAA665 ANIMAL DISEASE

Campus To be advised
Prerequisite(s) AAA657 Animal health, AAA656 Animal laboratory techniques, AAA712 General microbiology.
Content Assist in monitoring the health status of laboratory animals; Assist in identifying and controlling disease; Explain the significance of, and mechanisms by which, disease process may influence the design and outcome of experiments; Interpret scientific and research literature.
Required Reading To be advised

Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA666 BARRIER MAINTAINED ANIMALS

Campus To be advised
Prerequisite(s) This module is designed for advanced and diploma level students. Students should have completed: AAA650 Laboratory/AAA651 Farm/AAA652 Companion animals husbandry and AAA712 General microbiology.
Content Criteria in the design, construction and maintenance of barrier buildings; strategies that minimise the risk of barrier breakdown; care and monitoring of animals maintained under different barrier conditions; prepare and sterilise materials and equipment; construct, commission and operate an isolator under barrier conditions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA667 ANIMAL PRACTICAL SKILLS BOOK

Campus To be advised
Prerequisite(s) To be advised
Content Develop the skills and be assessed in a practical exercise that could not be assessed on campus.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

AAA668 ANIMAL ANATOMY AND PHYSIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Animal species; Body organisation; Structure and function of systems and organs; Husbandry practices and associated organs and systems.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA702 BIOLOGICAL TECHNIQUES B

Campus To be advised
Prerequisite(s) Nil
Content Prepare, separate, fix, stain a variety of biological specimens; Compound light microscope; Number of specific cells in a biological sample; Aseptic techniques in the preparation of culture media and manipulation of bacteria in cultures; Quality assurance procedures employed in animal, biological food and medical testing laboratories.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA705 BIOCHEMISTRY I

Campus To be advised
Prerequisite(s) AAA751 Chemical Principles, AAA752 Chemical Laboratory Techniques.
Content Interpret and apply relevant biochemical terms and concepts; differentiate between given molecules of biological significance in terms of their structure, properties, and biological functions; qualitative biochemical analyses.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA709 ANATOMY AND PHYSIOLOGY I

Campus To be advised

Prerequisite(s) Nil
Content Anatomy and physiology terminology; structural organisation of mammals; body functions through the interaction of nervous and endocrine systems; mammals interaction with external environment; structure and function of the musculo-skeletal system.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

AAA710 ANATOMY AND PHYSIOLOGY II

Campus To be advised
Prerequisite(s) AAA709 Anatomy and Physiology I.
Content Anatomy and physiology terminology; nutrients; metabolism within the body; urinary, repiratory, integumentary, digestive, reproductive and cardiovascular systems; physiological processes that are activated when mammals are injured; the defence mechanisms that mammals have developed to protect against infection.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

AAA711 GENETICS

Campus To be advised
Prerequisite(s) AAA703 Biology; AAA702 Biological Techniques B.
Content Genetic terminology; transcription and translation of genetic information in determining the phenotype; analysis of genetic data; organisms breeding program for genetic analysis; factors which affect genetic variation, techniques and ethical implications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA712 GENERAL MICROBIOLOGY

Campus To be advised
Prerequisite(s) AAA702 Biological Techniques B.
Content Microscopy, microorganisms, aseptic technique, cell structure & function, staining methods, culture media, growth of bacterial cultures, enumeration, quality control.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

AAA720 VERTEBRATE ZOOLOGY

Campus To be advised
Prerequisite(s) AAA709/710 Anatomy and Physiology I & II.
Content Identify and classify members of the Subphylum Vertebrate; collect vertebrate specimens; establish and maintain displays of vertebrate materials; perform common laboratory and field procedures with vertebrates; understanding of comparative anatomy and physiology of vertebrate specimens.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA721 INVERTEBRATE ZOOLOGY

Campus To be advised
Prerequisite(s) AAA709/710 Anatomy and Physiology I & II.
Content Identfiy, classify and collect members of the major protozoan and invertebrate phyla; establish and maintain cultures and displays of protozoan and invertebrate species; observations of protozoan and invertebrate specimens under laboratory and field conditions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA722 PLANT IDENTIFICATION

Campus To be advised
Prerequisite(s) AAA703 Biology, AAA702 Biological Techniques B.
Content Botanical descriptions of leaves, roots, stems, flower, fruit, and seed. Classification systems, selection of specimens, dichotomous keys and plant collection for displays.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA724 ECOLOGICAL PRINCIPLES

Campus To be advised
Prerequisite(s) AAA703 Biology; AAA722 Plant Identification.
Content Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA725 ECOLOGICAL TECHNIQUES

Campus To be advised
Prerequisite(s) AAA620 Principles of Instrumentation, AAA642 Statistics and methods of sampling.
Content Apply terminology, principles, legislative requirements and management guidelines relevant to environmental and/or ecological assessments; plan, prepare and perform tasks for a given field of study; analyse and interpret results/information and report significant field of study findings.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA727 SOIL SCIENCE

Campus To be advised
Prerequisite(s) Nil
Content Soil Science terminology and concepts, identify soil groups, sampling of soils, properties of soil structure, forms of soil degradation appropriate land management practices, determine land suitability/land capability for agriculture and/or nature conservation systems.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

AAA728 HYDROLOGY

Campus To be advised
Prerequisite(s) AAA620 Principles of Instrumentation.
Content Hydrological cycle, collect, store retrieve reliable hydrological data, magnitude of hydrological events and impact on water resources, surface and groundwater management.
Required Reading To be advised
Nominal Hours 50 Hours *plus* 12 Field Hours
Assessment As per accredited curriculum

AAA750 INTRODUCTORY CHEMISTRY

Campus To be advised
Prerequisite(s) Nil
Content Classification and properties of matter; Derive systematic names and formulae for simple inorganic compounds; Simple chemical reactions; Safety using common chemicals and equipment.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA751 CHEMICAL PRINCIPLES

Campus To be advised
Prerequisite(s) AAA750 Introductory Chemistry.
Content Physical and chemical properties of element in the periodic table; Bonding; Derive systematic names and formulae for simple compounds; Chemical reactions; Concentration calculations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA752 CHEMICAL LABORATORY TECHNIQUES

Campus To be advised
Prerequisite(s) AAA750 Introductory Chemistry.
Content Safety regulations applied to common chemicals and equipment; Use of laboratory glassware, equipment, chemicals and instruments; Record, interpret, analyse and report experimental results; Basic metrology and separation procedures; Volumetric and gravimetric analysis.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA805 NUTRITION

Campus To be advised
Prerequisite(s) To be advised
Content What is nutrition, general physiological functions of food, digestion and absorption of foods including: liquids, carbohydrates, dietary fibre, protein, water, minerals and vitamins, diseases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AAA807 WASTE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Origins of liquid and solid wastes in the food industry, management strategies to minimise waste generation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA854 FIRST AID

Campus To be advised
Prerequisite(s) To be advised
Content Identification of physical hazards, hazard control, assessment of casualty vital signs and physical condition.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ABC001 CONSTRUCTION 1

Campus To be advised
Prerequisite(s) To be advised
Content Construction principles, standards and services commonly used in single storey residential scale buildings.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC002 CONSTRUCTION 2A

ABC002 CONSTRUCITON 2B

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.
Required Reading To be advised
Nominal Hours 54 Hours each
Assessment As per accredited curriculum

ABC005 MATERIALS 1

Campus To be advised
Prerequisite(s) To be advised
Content Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC006 MATERIALS 2

Campus To be advised
Prerequisite(s) ABC005 Materials 1.
Content Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC007 STRUCTURES 1

Campus To be advised
Prerequisite(s) ABC001 Construction 1, ABC002 Construction 2.
Content Services and requirements provided in all building types of construction and classifications; Principles involved to communicate technically with consultants and builders when reading, discussing or producing service drawings, details and specifications.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC059 BUILDING QUALITY CONCEPTS 1

Campus To be advised
Prerequisite(s) To be advised
Content Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC061 BUILDERS WORKING DRAWINGS 1

Campus To be advised
Prerequisite(s) To be advised
Content Read and interpret plans and specifications and undertake basic architectural drafting.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC062 BUILDERS WORKING DRAWINGS 2

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Reading and interpreting plan and specifications; Drafting and sketching skills for low rise residential buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC063 BUILDERS WORKING DRAWINGS 3

Campus To be advised
Prerequisite(s) ABC062 Builders Working Drawings 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.
Content Sketching for commercial buildings up to an effective height of 25m.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC064 BUILDING COMPUTING APPLICATIONS 1

Campus To be advised
Prerequisite(s) To be advised
Content To provide and develop student skills in a range of computing software applications that will compliment experience gained in modules.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC069 COST CONTROL AND PLANNING 1

Campus To be advised
Prerequisite(s) ABC001 Construction 1, ABC076 Building Quantities and Estimating 1.
Content Basic principles and introduction to planning, scheduling, and cost control for residential construction.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC070 COST CONTROL AND PLANNING 2

Campus To be advised
Prerequisite(s) ABC002 Construction 2, ABC076 Building Quantities and Estimating.
Content Basic principles and introduction to planning, scheduling, and cost control for commercial buildings up to an effective height of 25m.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC074 BUILDING PRACTICAL EXPERIENCE 2

Campus To be advised
Prerequisite(s) Registered student. Buidling Practical Experience 1
Content To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably, spread over the duration of their course.
Required Reading To be advised
Nominal Hours 600 Hours
Assessment As per accredited curriculum

ABC076 BUILDING QUANTITIES AND ESTIMATING 1

Campus To be advised

Prerequisite(s) ABC001 Construction 1.
Content Procedures and skills necessary to take-off the material required to construct low rise residential projects.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC077 BUILDING QUANTITIES AND ESTIMATING 2

Campus To be advised
Prerequisite(s) ABC076 Building quantities and estimating 1.
Content Procedures and skills necessary to predict the cost of construction (Estimating) and to prepare and submit a bid (tendering) for low rise residential projects.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC082 BUILDING SITE SUPERVISION

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of supervision techniques as they apply to building sites.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC083 BUILDING SITE SURVEYING AND SET OUT 1

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC084 BUILDING SITE SURVEYING AND SET OUT 2

Campus To be advised
Prerequisite(s) Building Site Surveying and Set Out 1
Content Basic components of a theodolite and how it should be tested for good adjustment; Use a theodolite to determine horizontal and vertical angles; Identify specialised equipment available for use on high rise and/or large building projects and illustrate how it can be used for various set out and checking procedures; Compute co-ordinates and bearings and distances as related to grids and general set out work on large building sites; Identify and discuss the various documents and plans incorporated in land titles.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC085 BUILDING STAFF MANAGEMENT

Campus To be advised
Prerequisite(s) ABC091/ABC092 Business Management for Builders 1 & 2.
Content Theoretical knowledge and practical experience required at middle management level for the effective management of office and on site staff.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC086 STRUCTURES 1

Campus To be advised
Prerequisite(s) Nil
Content To recognise potentially dangerous situations during the design and construction of domestic scale buildings; To communicate effectively with structural engineers; To proceed with more advanced studies of structure.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC087 STRUCTURES 2

Campus To be advised
Prerequisite(s) ABC086 Structures 1.
Content Knowledge of structural principles as they apply in the building process in order to communicate effectively with building design professionals; Develop sound and safe practices in relation to structural procedures on site.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC088 BUILDING TECHNOLOGY 1

Campus To be advised
Prerequisite(s) ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder's Working Drawings 1.
Content Resolve construction problems for single storey and low rise residential buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC089 BUILDING TECHNOLOGY 2

Campus To be advised
Prerequisite(s) ABC088 Building Technology 1.
Content Resolve construction problems for commercial buildings up to an effective height of 25m and industrial buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC091 BUSINESS MANAGEMENT FOR BUILDERS 1

Campus To be advised
Prerequisite(s) To be advised
Content Staff and contractual management for small to medium sized projects.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC092 BUSINESS MANAGEMENT FOR BUILDERS 2

Campus To be advised
Prerequisite(s) To be advised
Content Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC096 CONSTRUCTION SAFETY

Campus To be advised
Prerequisite(s) To be advised

Content Apply safety principles on medium rise and wide span building sites.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC102 RESIDENTIAL SITE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Provides the participants with the knowledge to apply safety.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC105 TIMBER FRAME DESIGN

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Selection, placement and fixing requirement of structural timber members used in single and two storey timber framed domestic building.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC107 BUILDING COMPUTER APPLICATIONS 2

Campus To be advised
Prerequisite(s) ABC064 Building Computer Applications 1.
Content Range of computing software applications that will complement skills gained in modules.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC115 BUILDING STUDIO 1

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC116 BUILDING STUDIO 2

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force may be given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC117 BUILDING STUDIO 3

Campus To be advised

Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrating and developing the student's practical understanding of the theoretical content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC301 DEVELOPMENT CONTROL 1

Campus To be advised
Prerequisite(s) **Nil**

Content The natural environment; The impacts of settlement; Land-use and urban structure; Building and land-use legislation; Rights and responsibilities of individuals with respect to applications; Heritage and Environmental legislation; Environmental health with respect to building.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC303 BUILDING SURVEYING PROCEDURES 1

Campus To be advised
Prerequisite(s) Nil
Content Interpret plans and specifications for content; Review documents for compliance; Site inspections and inspection reports; Consult with relevant agencies, builders and consultants; Check breaches and rectified work; Certificate of Occupancy.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC305 BUILDING SURVEYING PRACTICE 1

Campus To be advised
Prerequisite(s) Nil
Content Describe the role of the building surveyor; Administration of building and land-use applications; Powers and duties of the building surveyor; Simple reports; Essential safety provisions; Mandatory and discretionary powers.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC307 BCA AND STANDARDS 1

Campus To be advised
Prerequisite(s) **Nil**

Content Basic philosophy of the Building Codes of Australia (BCA); locate and interpret code/standard requirements that are applicable to particular domestic scale projects; Classify buildings; Apply various solutions to a construction problem for compliance with the intent of the BCA.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC309 GEOMECHANICS AND FOOTINGS 1

Campus To be advised
Prerequisite(s) Nil
Content Outline the geological formation of rocks and their subsequent weathering to form various soil types; Determine the difference between topographical and geological maps and to be able to read and comprehend both map types; Methods of testing soils; Classification of sites; Suggest footing systems to suit particular site conditions; Select a footing in accordance with the relevant Australian standards; Site maintenance to minimise long term damage to the structure.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC311 FIRE TECHNOLOGY 1

Campus To be advised
Prerequisite(s) Nil
Content Causes of fire in buildings, the combustion process and the development of fire and smoke; Describe the behaviour of building materials subjected to extreme levels of heat; Define the fire load of a building and describe its effect on the classification and compartmentation of buildings; Requirements for fire resistance of material, building elements and forms of construction; Passive fire protection systems for buildings; Principles of smoke control in buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC312 SURVEYING PRACTICAL EXPERIENCE 1

Campus To be advised
Prerequisite(s) Building Practical Experience 1
Content Construction/Structures; Estimating/Costing; Management; Supervision/Inspection/Implementation; Drawing/ Plan Reading/ Checking; Services.
Required Reading To be advised
Nominal Hours 75 Days
Assessment As per accredited curriculum

ABC314 LEGAL PRACTICES 1

Campus To be advised
Prerequisite(s) Nil
Content Distinguish between common law, judicial precedent and legislation; Identify basic legal practice skills and begin their development; Describe the court hierarchy, the civil/criminal jurisdictions of each court; List and describe the different court room procedures in civil and criminal trials and understand the basic procedures in case preparation for presentation in a court; Detail the types of offences, the principles of criminal liability and defences

within the criminal law; Detail the types of evidence admissible in a civil and criminal trial
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC315 LEGAL PRACTICES 2

Campus To be advised
Prerequisite(s) ABC314 Legal practices 1.
Content Demonstrate a basic knowledge of the Australian Administrative Legal System; Identify and explain some basic statutory issues and terms which the building control officer will meet and recognise that recourse may need to be had to a variety of sources to determine and interpretation problem; The common law of torts particularly negligence, negligent advice and trespass and administrative law, and their relevance to building control work; Explain that the delivery of legislative benefits depends on the enforcement of the law;
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC316 COMMUNICATION (BUILDING SURVEYING)

Campus To be advised
Prerequisite(s) To be advised
Content
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ABC317 COMMUNITY STUDIES

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Identify and analyse major theories that provide models for working effectively with communities; Define a community, identify key people and develop strategies to establish relationships with people in that community; Describe how to identify, develop, use and evaluate community networks as a strategy for establishing links between the Building Surveyor and the community; Assess and/or develop resources for supporting community involvement and participation mechanisms.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC318 MATHEMATICS (BUILDING SURVEYING)

Campus To be advised
Prerequisite(s) Nil
Content Carry out transposition of formulae; Identify and measure volumes in a workplace setting; Produce tables, graphs and charts related to mathematical data; Carry out statistical functions related to building surveying; Determine a number of measurements using trigonometry; Produce graphical display using given data; Calculate simple forces.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC319 ENVIRONMENTAL AWARENESS

Campus To be advised
Prerequisite(s) ABC317 Community Studies, ABC321 Sociology.
Content Discuss the dynamics of an ecosystem; Discuss the environmental pressures produced by development; Research and report on the environmental problems facing communities; Describe the impact of urban and industrial development on ecosystems.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC320 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Use accepted codes and standards in Occupational Health and Safety Legislation as guidelines for making decisions on the safety, or otherwise, of workplace conditions and practices; Assess a real or hypothetical workplace situation to determine accident prevention measures that should be undertaken; Successfully undertake a real or hypothetical accident investigation; Carry out a hazard analysis in a real or hypothetical workplace environment and detail the steps necessary to control hazards in this situation; Use a Material Safety Data Sheet to assess the dangers of a toxic chemical; Determine the optimum conditions for a given workplace environment; Identify and solve problems associated with thermal comfort in a work related environment; Appraise safe/unsafe work practices related to workplace design; Identify major causes of, and a number of methods for dealing with, stress in the workplace.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC321 SOCIOLOGY

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Identify, through informed discussion, the boundaries of the science of sociology; Explain the significance of cultural variation within Australia; Describe the effects of societal structure on personal responses, attitudes and values; Relate the concept of socialisation to personal development; Identify the role of the community contact professional in the social interaction process; Differentiate between the advantages and disadvantages of groups and organisations with regard to the role of the community contact professional; Explain how deviance in society affects the role of the community contact professional; Evaluate the effects of social stratification on society and the workplace; Evaluate the effects of social inequality on both the community and the workplace; Describe the changing role of the family in modern society; Relate the impact of changes in economic order to the role of the community contact professional; Identify the effects of changing political order on local government; Describe the impact of social change on society; Analyse the effects of collective behaviour on the community; Evaluate the effects of urbanisation on both lifestyles and communities; Analyse the conflict between technological progress and the benefit to society.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC322 PSYCHOLOGY

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Discuss the relationship between psychology, psychological research methodology and the role of the building surveyor; Discuss the differences between the major psychological approaches to human behaviour; Discuss the developmental process in humans and how this relates to interaction with clients.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABC323 MANAGEMENT 1

Campus To be advised

Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC325 QUALITY SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Describe the benefits which can be derived from quality of service; Describe the external and internal customers of the building surveyor; Describe the long term benefits of promoting a quality approach within organisations; Describe and develop actions for improving quality within the organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC326 LAND USE PLANNING AND MANAGEMENT

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Evaluate the legislation pertaining to Land Use Planning; Describe the principles of land use management; Determine the role of the building surveyor in the land use management process; Review a variety of land use management models; Describe the land development control process; Evaluate the effects of transport and infrastructure on land use management decisions; Apply spatial organisation factors to the land management process in a real or hypothetical land development; Design and plan a hypothetical land development; Evaluate the future use of a given site according to environmental considerations.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ABC327 BUILDING FIRE SCIENCE

Campus To be advised
Prerequisite(s) Nil
Content Describe the combustion process and how it relates to different materials; Describe how materials burn and the effect of the different states of matter on their flammability; Describe conditions of burning at the fire point; Describe mechanisms of heat transfer during fire growth, development and spread.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC501 INTRODUCTION TO THE FURNITURE INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Develop knowledge of historical, recent and emerging trends in the furniture industry.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC502 OCCUPATIONAL HEALTH & SAFETY 1

Campus To be advised
Prerequisite(s) To be advised
Content Basic Occupational Health and Safety practices in the workplace.
Required Reading To be advised
Nominal Hours 8 Hours

Assessment As per accredited curriculum

ABC503 WORKPLACE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Identifies the roles of management, employer associations, unions, and the function of work organisation and time management in workplace structures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC504 CALCULATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Practically apply the mathematical skills required in the workplace.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC505 COMMUNICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Training for effective communication in the workplace at a simple, routine and predictable level.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC506 INTRODUCTION TO MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to timbers, fasteners, adhesives, surface coatings, hardware, glass and aluminum used in the furniture industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC507 INFORMATION TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Identify a range of computer applications and develop basic skills in the use of computers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC508 HAND TOOLS AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop the skills and knowledge required for selecting, using and maintaining specified furnishings industry hand tools and equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC509 POWER TOOLS AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Safe operation and maintenance of portable power tools.
Required Reading To be advised

Nominal Hours 16 Hours
Assessment As per accredited curriculum

ABC510 MATERIALS HANDLING

Campus To be advised
Prerequisite(s) To be advised
Content Materials handling within the work environment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ABC511 CONSTRUCTION – BASIC

Campus To be advised
Prerequisite(s) To be advised
Content Identify, manufacture and assemble basic furniture construction joints.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC512 DRAWING

Campus To be advised
Prerequisite(s) To be advised
Content Develop drawing techniques used in the furnishings industry by means of conventional and/or Computer Aided Drawing.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC513 WORKING WITH OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Develop skills to deal with conflict in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC541 OCCUPATIONAL HEALTH & SAFETY 2

Campus To be advised
Prerequisite(s) To be advised
Content Identify hazards, assess control risks common in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC542 SURFACE PREPARATION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a solid or veneered timber surface for finishing.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

ABC543 ERGONOMICS

Campus To be advised
Prerequisite(s) To be advised
Content Apply ergonomics and basic design principles to the design and construction of furniture generally.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC544 BASIC STATIC MACHINES AND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop fundamental skills and knowledge of basic machines and equipment.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

ABC545 PLAN READING AND DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Develop the knowledge and skills required for reading basic plans and interpreting documentation.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

ABC546 CUSTOMER RELATIONS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Develop effective communication skills for interacting with customers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC548 QUALITY PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content Implementation of quality principles and practices.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

ABC549 INSTALLATION TECHNIQUES 1

Campus To be advised
Prerequisite(s) To be advised
Content
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

ABC550 INTRODUCTION TO CAD (COMPUTER AIDED DRAWING)

Campus To be advised
Prerequisite(s) To be advised
Content Develop knowledge and skills required to use CAD including computer requirements, elementary DOS commands, 2d CAD drawing and printing/plotting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC601 FRAME AND PANEL CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Manufacture a project of framed and panelled construction.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ABC603 MODULAR CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Construct modular furniture including types of modular furniture components and construction and fitting methods used in the furniture industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC604 LEG AND RAIL CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Plan reading, working drawings, joint construction, clamping and finishing techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC605 DRAWER CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Constructing drawers including: Drawer types and components; Construction and fitting methods used in the furniture industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC606 PATTERN AND TEMPLATE MAKING

Campus To be advised
Prerequisite(s) To be advised
Content Produce patterns and templates as used in the furniture industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC607 VENEER PROCESSES AND LAMINATES

Campus To be advised
Prerequisite(s) To be advised
Content Apply wood veneers and plastic laminates.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC609 DOOR CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Produce doors suitable for the furniture industry.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

ABC612 TABLE CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Construct leg and rail framed tables.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC615 SOLID TIMBER CONSTRUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Identify timber for constructing furniture using solid timber.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC616 BUILT-IN FURNITURE

Campus To be advised
Prerequisite(s) To be advised
Content Planning and constructing domestic and commercial built-in furniture.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC952 INSTRUCT OTHER WORKERS

Campus To be advised
Prerequisite(s) To be advised
Content Training other workers in the workplace.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

ABC954 CHAIR MAKING – BASIC

Campus To be advised
Prerequisite(s) To be advised
Content Producing a chair from drawings and templates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC957 ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) To be advised
Content Costing furniture materials and production.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC960 DESIGN PRINCIPLES – BASIC (FURNITURE)

Campus To be advised
Prerequisite(s) To be advised
Content Basic design principles and processes to initiate interest, progressive improvement and/or successful application outcomes in designing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC963 WOOD TURNING

Campus To be advised
Prerequisite(s) To be advised
Content Operating a wood working lathe.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC966 HANDLING MATERIALS

Campus To be advised
Prerequisite(s) To be advised

Content Ordering and shipping materials; Moving materials within the workplace with the aid of mechanical devices.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC967 FURNITURE POLISHING – BASIC PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Basic procedures in polishing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD209 RESEARCH SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Use and interpret research terminology and procedures; Logically explain and justify courses of action which may be taken in the research process; Provide balanced, well considered argument for conclusions drawn from research findings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD500 OCCUPATIONAL HEALTH AND SAFETY FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised

Content Historical development of OH&S, acceptable/non-acceptable risk, State and Commonwealth OH&S legislation, identification and assessment of common workplace hazards, prevention strategies.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ABD501 OCCUPATIONAL HYGIENE 1

Campus To be advised
Prerequisite(s) Nil
Content Philosophy, principles and practices of occupational hygiene including the nature of common hazards, their measurement and personal protection.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD502 REHABILITATION AND WORKERS COMPENSATION 1

Campus To be advised
Prerequisite(s) Nil
Content Overview of compensation system, importance of rehabilitation in minimising the effects of a work related illness or injury.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD503 HAZARDOUS SUBSTANCES

Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD501 Occupational Hygiene 1.

Content Properties of hazardous substances, methods of controlling exposure.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD504 OCCUPATIONAL HEALTH AND SAFETY LAW

Campus To be advised
Prerequisite(s) Nil
Content Introduction to the Australian legal system, structure of the courts, criminal and civil law, OH&S legislative requirements.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD505 WORKPLACE HEALTH – HUMAN BODY

Campus To be advised
Prerequisite(s) Nil
Content Anatomy and function of major body systems and the effect of occupational hazards on these systems.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD506 INDUSTRIAL PLACEMENT 1

Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals.
Content: Hazard identification and management of noise, manual handling and personal protective equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD507 OCCUPATIONAL HEALTH & SAFETY FOR THE NATURAL RESOURCE MANAGEMENT INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content OH&S law, role of employees and employers, impetus for chance, hierarchy of hazard control, integration of OH&S management into total quality management, management cultures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD507 OH&S FOR THE LIBRARY INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content To provide the participant with the knowledge and skills to enable safe operation in the industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD530 OCCUPATIONAL HYGIENE 2

Campus To be advised
Prerequisite(s) AAA501 Occupational Hygiene 1.
Content Chemical, biological and physical hazards in the workplace, conditions that may increase potential for exposure to these hazards and the health effects that may result.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

ABD531 ENGINEERING CONTROLS

Campus To be advised
Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2.
Content Isolation and enclosure, access limiting guards, guard construction and securing systems, electrical safety, ventilation systems, methods of reducing noise and vibration.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD532 RESOLUTION OF OCCUPATIONAL HEALTH & SAFETY ISSUES

Campus To be advised
Prerequisite(s) Nil
Content Occurrence of OH&S issues, legislative framework for issue resolution, State, Territory and Commonwealth agencies.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD533 OCCUPATIONAL HEALTH & SAFETY STATISTICS

Campus To be advised
Prerequisite(s) Nil
Content Instruction on how to recognise, collect, validate, interpret, set priorities and report on data at a local level.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD534 FIRE SAFETY MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Causes and classes of fire, methods of fire extinguishment, HAZCHEM codes, Management's role in fire safety, building codes of Australia, Acts relevant to fire.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD535 ERGONOMICS 1

Campus To be advised
Prerequisite(s) Nil
Content Application of a range of ergonomics principles to the design of work stations, optimisation of the relationship between people and their work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD560 OCCUPATIONAL HYGIENE 3

Campus To be advised
Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2, ABD533 Occupational Health & Safety Statistics.
Content Work surveying, use of testing equipment in sampling, interpretation and evaluation of sampling results.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD561 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS

Campus To be advised
Prerequisite(s) Nil
Content Insight into organisational management; Integration of occupational health and safety management into the total quality management philosophy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD562 RISK MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and skills to identify, evaluate and advise on the management of risk in the workplace.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD563 MANAGEMENT OF HAZARDOUS SUBSTANCES

Campus To be advised
Prerequisite(s) To be advised
Content Compliance requirements for the storage, handling and transportation of hazardous substances, labelling requirements, material safety data sheets, Australian code for the transport of dangerous goods by road and rail.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD564 ACTION RESEARCH PROJECT

Campus To be advised
Prerequisite(s) Nil
Content Project planning, determination of an organisation's needs, research methods, the change process, project evaluation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD565 INDUSTRIAL PLACEMENT 2

Campus To be advised
Prerequisite(s) Nil
Content Health and Safety policies and plans, workplace health and safety training including needs analysis, design and evaluation, carrying out training.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

ABD566 REHABILITATION AND WORKERS COMPENSATION 2

Campus To be advised
Prerequisite(s) ABD502 Rehabilitation and Workers Compensation 1.
Content Management of workers compensation claims, rehabilitation of people at work experiencing work related injury or illness
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD567 WORKPLACE HEALTH AND SAFETY PROGRAMS

Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD505 Workplace Health – Human Body.
Content Skills needed to plan, design, implement, analyse and evaluate occupational health and safety programs in a workplace
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD568 ERGONOMICS 2

Campus To be advised
Prerequisite(s) Nil
Content Tools and methods to collect anthropometric data, symptoms of occupational overuse syndrome, methods to minimise OOS.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD569 OCCUPATIONAL HEATH & SAFETY IN THE FOOD/DAIRY INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content OH&S law, role of employees and employers, impetus for chance, hierarchy of hazard control, integration of OH&S management into total quality management, management cultures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD569 OH&S MANAGEMENT IN THE FOOD/DAIRY INDUSTRY

Campus To be advised
Prerequisite(s) ABD507 OH&S for the library industry.
Content To provide the participant with the knowledge and skills to enable the effective management of OH&S issues.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABH500 REAL ESTATE INDUSTRY OVERVIEW

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) Nil
Content Main features of estate agency legislation; Role and functions of real estate regulatory bodies and industry associations; Job functions and required rules of ethical and professional conduct.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH501 INTRODUCTION TO SALES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview.
Content Functions and responsibilities of real estate sales people and agents in selling a property and documentation required.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH502 INTRODUCTION TO PROPERTY MANAGEMENT

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview.
Content Basic concepts of property management and documentation required when letting and/or managing property.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH503 REAL ESTATE COMPUTING

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH501 Introduction to Sales, ABH502 Introduction to Property Management.
Content Use of real estate sales and listing software packages and management of and customising software.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH504 REAL ESTATE ACCOUNTING

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH501 Introduction to Sales, ABH502 Introduction to Property Management.
Content Elements of accounting; accounting equation; trust accounting processes; audit requirements for an agent's office; journals; general ledger; reconciliation of trust bank account statements; payroll procedures.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

ABH505 REAL ESTATE COMPUTER ACCOUNTING

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH504 Real Estate Accounting.
Content Computer accounting reports using a computer package relating to real estate sales.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH507 PROPERTY RESEARCH AND ANALYSIS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH501 Introduction to Sales, ABH502 Introduction to Property Management
Content Research and evaluate market conditions; Procedures for developing and maintaining a sales and property management business network.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

ABH508 REAL ESTATE CONSUMER PROTECTION

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview.
Content Trade Practices; Consumer protection and other legislation relating to real estate transactions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH510 CONTRACT LAW FOR REAL ESTATE

Campus Footscray Nicholson, Sunbury, Werribee.

Prerequisite(s) Nil
Content Elements of a contract; Void, voidable and unenforceable contracts; Mistake, misrepresentation, illegality or lack of capacity; Termination of contract; Breach of contract.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH511 PROPERTY LAW

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH510 Contract Law for Real Estate
Content General law system and Torrens system of title; Legal principles of mortgages; Legal requirements relating to a subdivision of land.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH512 RESIDENTIAL TENANCIES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.
Content Types of agreements/contracts; Rights and duties of landlords; Security deposits/bond moneys; Rights and duties relating to termination; Resolution of tenancy disputes; Presenting cases to the tribunal.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH513 RECOGNISING COMMON BUILDING STYLES AND FAULTS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview
Content Main and major features of building styles; Common building construction techniques; Minor and major defects and their implications; Internal and external inspections.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

ABH514 PROPERTY MANAGEMENT LISTINGS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH500 Real Estate Industry Overview, ABH502 Introduction to Property Management.
Content Targeting prospective landlords; Negotiating duties, fees and other matters with a landlord.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

ABH515 RENTING RESIDENTIAL PROPERTIES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH502 Introduction to Property Management, ABH512 Residential Tenanacies.
Content Marketing residential rental properties; Procedures for the selection of tenants.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ABH516 SERVICING MANAGED PROPERTIES

Campus Footscray Nicholson, Sunbury, Werribee.

Prerequisite(s) ABH512 Residential Tenanacies, ABH513
Recognising Common Building Styles and Faults.
Content Strategies to minimise risk to owners; Property inspections
and maintenance of managed properties.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH517 INTRODUCTION TO SPECIALISED PROPERTY MANAGEMENT

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis, ABH508
Real Estate Consumer Protection, ABH511 Property Law, ABH514
Property Management Listings, ABH516 Servicing Managed
Properties.
Content Types of specialised properties; Listing, Leasing and resolving
disputes with specialised properties.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH522 CONTRACTS FOR THE SALE OF LAND

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH510 Contract Law for Real Estate, ABH511
Property Law.
Content Requirements for a valid contract for the sale of land; Form
of contract for the sale of land; Implied terms; Special conditions;
Special contracts; Holding of deposits.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH523 METHODS OF SALE

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH525 Listings.
Content Advantages and disadvantages of each method of sale;
Complete agency documentation associated with each type of sale.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH524 PROPERTY APPRAISALS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis; ABH511
Property Law; ABH513 Recognising Common Building Styles and
Faults
Content Methods of appraising; Preparing reports detailing the likely
market price value.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABH525 LISTINGS

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH507 Property Research and Analysis, ABH511
Property Law, ABH522 Contracts for the Sale of Land, ABH523
Methods of Sale, ABH524 Property Appraisals.
Content Value of real property; Identifying target groups; Preparing,
delivering, closing and recording a listing.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH527 SELLING BY AUCTION

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH510 Contract Law for Real Estate, ABH525
Listings.
Content Preparing, conducting and completing an auction.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABH528 INTRODUCTION TO SPECIALISED PROPERTY SALES

Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH524 Property Appraisals, ABH523 Methods of
Sale.
Content Types of specialised properties; Documentation with listing
and selling specialised property; Matching different methods of sale to
different property types.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

AUR00108 CARRY OUT MAINTENANCE AND/OR COMPONENT SERVICING OPERATIONS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety
requirements; Types and application of lubricants and fluids;
Servicing/maintenance procedures and inspection checklists.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR01166 REPAIR ENGINES AND ASSOCIATED ENGINE COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Engine construction and
operation relevant to application; Engine removal and replacement
procedures; Engine/component repair procedures; Engine measuring
and testing procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR01170 SERVICE ENGINES AND ASSOCIATED ENGINE COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety
requirements; Principles of engine operation including engine types
and components; Servicing procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR02166 REPAIR COOLING SYSTEMS AND ASSOCIATED ENGINE COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Cooling system construction and operation relevant to
application; Cooling system/component testing procedures; Cooling
system/component repair/removal and replacement procedures.

Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR02170 SERVICE COOLING SYSTEMS AND ASSOCIATED COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety requirements; Cooling system operating principles; Types of coolants and their application, (including rust inhibitors, anti freeze and anti boil substances); Service procedures for cooling systems and associated components (including coolant test procedures).
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR03166 REPAIR PETROL AND FUEL SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application); Measuring and testing procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR03170 SERVICE PETROL AND FUEL SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR's) appropriate to fuel systems; Operating principles of mechanical and electronic fuel systems; Fuel system service procedures; Manual handling techniques; Construction and operation of mechanical and electronic fuel systems relevant to application; Fuel system/component repair procedures (including removal, replacement and adjustment relevant to application). Measuring and testing procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR04671 REPAIR AND SERVICE EMISSION CONTROL SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; OH&S regulation/statutory legislation where applicable; Motor vehicle emissions and their effect on the environment; Types and operation of emission control systems relevant to the application, including interpretation of technical information, graphic symbols and diagrams; Testing procedures and the relationship between faults and symptoms; Service, repair and adjustment procedures for emission control systems.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR05166 REPAIR EXHAUST SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR's) for noise pollution and gas emissions; Exhaust system principles of operation; Exhaust systems/components construction, operation and minimum requirements relevant to application; Exhaust system repair procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR06166 REPAIR CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of clutch assemblies and operating systems relevant to application; Clutch assembly and operating system test procedures; Clutch assembly and operating system repair/removal and replacement procedures.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per endorsed training package

AUR06170 SERVICE CLUTCH ASSEMBLIES AND/OR ASSOCIATED OPERATING SYSTEM COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of clutch assemblies and operating systems; Clutch servicing and adjustment procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR06666 REPAIR TRANSMISSION (MANUAL)

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of manual transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR06670 SERVICE TRANSMISSION (MANUAL)

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Principles of operation of manual transmissions; Transmission lubricants/fluids and their application; Manual transmission service procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR07166 REPAIR TRANSMISSION (AUTOMATIC)

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of automatic transmissions relevant to application; Measuring and testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per endorsed training package

AUR07170 REPAIR TRANSMISSION (AUTOMATIC)

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of automatic transmissions; Types of automatic transmission fluids and their application; Automatic transmission service procedures/tests and adjustments.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR10166 REPAIR BRAKING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Brake system/component test procedures; Brake system/component repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR10170 SERVICE BRAKING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/hazards associated with brake dust/types of brake material and their potential dangers; Vehicle/equipment/material safety requirements. Environmental requirements for disposal of substances; Principles of operation of braking systems; Braking system servicing procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR12666 REPAIR FINAL DRIVE ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of final drives relevant to application; Testing and adjustment procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR12670 SERVICE FINAL DRIVE ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Types of final drive lubricants and their application; Principles of operation of final drives/types and designs; Final drive assembly service procedures.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per endorsed training package

AUR13166 REPAIR FINAL DRIVE (DRIVELINE)

Campus Newport.
Prerequisite(s) To be advised
Content Manual handling techniques; Construction and operation of drive lines relevant to application; Testing procedures; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR13170 SERVICE FINAL DRIVE (DRIVELINE)

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/plant safety requirements; Types and designs of drive lines apropriate to application; Principles of operation of drive lines/velocity fluctuations; Service procedures.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per endorsed training package

AUR15166 REPAIR STEERING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Principles and geometry of wheel alignment; Construction and operation of mechanical and power assisted steering systems relevant to application; Testing and adjustment procedures for mechanical and power assisted steering systems relevant to application; Repair, removal and replacement procedures for mechanical and power assisted steering systems.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per endorsed training package

AUR15170 SERVICE STEERING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of mechanical and power assisted steering systems; Steering system service procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR16166 REPAIR SUSPENSION SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of relevant types of suspension systems; Suspension system testing procedures and component evaluation; Repair, removal and replacement procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per endorsed training package

AUR16170 SERVICE SUSPENSION SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Types of suspension systems and principles of operation; Suspension system service procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR18676 TEST, SERVICE AND REPAIR BATTERY

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/safe handling of battery electrolyte and acids; OH&S and statutory legislation/industry codes of practice/disposal of batteries and acid; Types of batteries and basic battery construction; Battery testing procedures, load and specific gravity; Battery charging procedures; Removal and replacement procedures; Servicing procedures; Jump starting procedures.
Required Reading To be advised

Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR18708 CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Electrical principles; Electrical measuring and test procedures for minor repairs; Procedures for minor electrical repairs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR19066 REPAIR CHARGING AND STARTING SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Principles of operation of charging and starting systems; Construction and operation of charging and starting systems relevant to application; Test procedures for charging and starting systems; Repair procedures for charging and starting systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR21171 REPAIR ELECTRONIC ENGINE MANAGEMENT SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S legislation; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Operating principles of electronic management systems; Construction and operation of engine management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic engine management systems/ components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR21266 REPAIR ELECTRONIC DRIVE MANAGEMENT SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of drive management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic drive management systems/components.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per endorsed training package

AUR21366 REPAIR ELECTRONIC BODY MANAGEMENT SYSTEMS

Campus Newport.
Prerequisite(s) To be advised
Content Construction and operation of body management systems/components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic body management systems/components.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per endorsed training package

AUR23708 CARRY OUT WELDING, THERMAL CUTTING AND HEATING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S regulations/ requirements; Equipment/material safety requirement; Types of materials relevant to application/types of fluxes and their application; Manual metal arc welding procedures; Gas metal arc (MIG) and gas tungsten arc (TIG) welding procedures; Oxy acetylene and spot welding procedures; Oxy acetylene and/or carbon rod heating procedures; Oxy acetylene and/or plasma arc cutting procedures.
Required Reading To be advised
Nominal Hours 110 Hours
Assessment As per endorsed training package

AUR23908 CARRY OUT THERMO PLASTIC REPAIR PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental requirements for the disposal of substances; Manual handling techniques; Plastic component removal and replacement procedures; Thermo plastic welding procedures relevant to application/cleaning agent types and application; Thermo plastic bonding procedures relevant to application/cleaning agent types and application; Testing procedures for repaired components relevant to application.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR26108 CARRY OUT PRE-REPAIR OPERATIONS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Use and handling of cleaning agents; Manual handling techniques; Component removal and replacement procedures; Component tagging and storage procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR26266 REPAIR BODY PANELS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements/ regulations; Vehicle/equipment safety requirements; Material types and stress limits; Types of body fillers and their application; Panel beating and split repair procedures; Heat shrinking methods and procedures; Metal finishing procedures; Body filler repair procedures.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per endorsed training package

AUR26366 REPAIR MINOR STRUCTURAL DAMAGE

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements/ regulations; Vehicle/equipment safety requirements; Manual handling procedures; Body panel manual measuring procedures for minor structural damage; Panel/aperture reforming procedures for minor structural damage.
Required Reading To be advised
Nominal Hours 60 Hours

Assessment As per endorsed training package

AUR26367 REPAIR MAJOR WELDED PANELS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements
/regulations; Vehicle/equipment safety requirements; Manual handling
procedures; Major welded panel replacement procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per endorsed training package

AUR26508 CARRY OUT VEHICLE BODY AND UNDERFRAME ALIGNMENT

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements
/regulations; Vehicle/equipment safety requirements; Manual handling
techniques; Relevant alignment methods, repair techniques and
procedures/relevant removal and replacement procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per endorsed training package

AUR26608 CARRY OUT VEHICLE MEASUREMENT

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements
/regulations; Vehicle/equipment safety requirements; Manual handling
techniques; Relevant measurement methods, techniques and
procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per endorsed training package

AUR26708 CARRY OUT MAJOR SECTIONAL REPAIR

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements/
regulations; Vehicle/materials/equipment safety requirements; Manual
handling techniques; Sealant types and selection/application; Relevant
alignment methods/techniques and procedures; relevant sectional
repair procedures.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per endorsed training package

AUR26864 REMOVE AND REPLACE VEHICLE BODY PANELS, PANEL SECTIONS AND ANCILLARY FITTINGS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety
requirements; Manual handling techniques; Sealant selection and
application procedures relevant to task required; Removal and
replacement procedures for body panels and sections; Removal and
replacement procedures for ancillary equipement.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per endorsed training package

AUR26965 REMOVE AND REPLACE/FIT PROTECTOR MOULDINGS, TRANSFERS AND DECALS

Campus Newport.

Prerequisite(s) To be advised
Content Personal safety requirements/OH&S requirements;
Vehicle/equipment safety requirements; Types of mouldings, transfers
and decals; Fastening methods/relevant mechanical
fasterners/adhesive types and application; Moulding, transfer and decal
removal procedures; Moulding, transfer and decal replacement/fitting
procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR27064 REMOVE AND REPLACE MECHANICAL UNITS/ASSEMBLIES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety
requirements; Manual handling techniques; Removal and replacement
procedures for mechanical units/assemblies; Personal safety
requirements/OH&S requirements/regulations; Removal and
replacement procedures for electrical/electronic units/assemblies
including relevant sealant selection and application.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per endorsed training package

AUR29603 APPLY REFINISHING MATERIALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection
requirements; Application methods/types of spray guns/types of
brushes.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per endorsed training package

AUR29608 CARRY OUT MASKING PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/ equipment/workplace
safety requirements; Cleaning agents/masking materials; Masking
methods and procedures/equipment operating procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR29649 PREPARE SUBSTRATE FOR REFINISHING

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/ equipment/workplace
safety requirements; Surface preparation procedures for primers and
sealers/operating procedures for relevant surface preparation
equipment; Application methods for primers, fillers and sealers;
Wet./dry rubbing procedures; Primer/sealed surface preparation for
refinishing.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per endorsed training package

AUR29749 PREPARE SPRAY PAINTING MATERIALS AND EQUIPMENT

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection
requirements; Types of paints/paint application methods/paint drying

methods; Paint mixing techniques; Spray guns and their application/equipment preparation procedures.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per endorsed training package

AUR29803 APPLY COLOUR MATCHING TECHNIQUES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Environmental protection requirements and procedures; Paint mixing and colour matching procedures.
Required Reading To be advised
Nominal Hours 130 Hours
Assessment As per endorsed training package

AUR29908 CARRY OUT PAINT RECTIFICATION AND TOUCH UP WORK

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Relevant environmental protection requirements and procedures;
Required Reading To be advised
Nominal Hours 220 Hours
Assessment As per endorsed training package

AUR30003 APPLY DECORATIVE DESIGNS

Campus Newport
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Spray gun and brush/air brush techniques for decorating and design applications; Decorating and design procedures.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per endorsed training package

AUR30149 PREPARE AND PAINT PLASTIC COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Types of paints/types of spray guns and brushes/air brushes; Surface preparation procedures; Spray gun and paint brush/air brush application techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR30203 APPLY RUST PREVENTION AND SOUND DEADENING MATERIALS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Environmental protection requirements and procedures; Techniques and use of spray gun/heat gun and brush types; Special treatment materials, application procedures and drying methods; Protective coatings and their application.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR30508 CARRY OUT BUFFING AND BURNISHING

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements/procedures to prevent hazards/OH&S requirements; Vehicle/component/equipment safety requirements; Application and operating procedures of buffing and burnishing equipment; Identify surface materials and finishes; Buffing and burnishing procedures/work treatment processes.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR31649 PREPARE VEHICLE/ COMPONENT/ EQUIPMENT FOR CUSTOMERS USE

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment/ workshop safety requirements; Necessary cleaning agents/environmental requirements for disposal of substances; Vehicle/component/equipment basic operation relevant to application; Cleaning procedures relevant to application. Pre-delivery/inspection and testing procedures relevant to application.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR38038A PLAN AND ORGANISE STOCK

Campus To be advised
Prerequisite(s) Nil
Content Analyse characteristics of stock received; Organise unloading of stock; Order stock; Organise stock storage and retrieval system; Manage stock levels.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR42621A PROMOTE PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) Nil
Content Promote products and/or services to customers; Establish on-sell opportunities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR59114A CONTRIBUTE TO ASSESSMENT OF STAFF COMPETENCIES

Campus To be advised
Prerequisite(s) Nil
Content Assist with the assessment of current skills of individual/team staff.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per endorsed training package

AUR59211A COACH STAFF ON THE JOB

Campus To be advised
Prerequisite(s) Nil
Content Prepare for coaching session; Deliver training; Review outcomes of session.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per endorsed training package

AUR59350A CONDUCT INFORMATION SESSIONS

Campus To be advised
Prerequisite(s) Nil
Content Prepare for the session; Present the session; Follow-up outcomes of the session as required.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per endorsed training package

AUR59554A PROVIDE TECHNICAL GUIDANCE

Campus To be advised
Prerequisite(s) Nil
Content Assist staff with service/repair work; Provide technical information to staff; Facilitate continuous education of self and others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR59647A COORDINATE WORK ACTIVITIES

Campus To be advised
Prerequisite(s) Nil
Content Plan activities for individual and/or team to complete tasks; Implement job plan; Deal with unexpected events which impact the job plan.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per endorsed training package

AUR61230A INSPECT TECHNICAL QUALITY OF WORK

Campus To be advised
Prerequisite(s) Nil
Content Inspect work done by other staff; Apply quality standards to work; Protect customer property and interests.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR61447A PARTICIPATE IN IMPROVING WORKPLACE PRODUCTIVITY

Campus To be advised
Prerequisite(s) Nil
Content Identify procedures to improve workplace productivity; Recommend equipment requirements to management; Communicate with staff about workplace productivity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR62721A ESTABLISH CUSTOMER REQUIREMENTS OF A COMPLEX NATURE

Campus To be advised
Prerequisite(s) Nil
Content Confirm customer requirements; Advise customer of available options; Inform customer of costs; Agree action plan with customer.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR63337A MAINTAIN BUSINESS IMAGE

Campus To be advised
Prerequisite(s) Nil

Content Maintain the physical appearance of the workplace; Maintain enterprise dress and grooming standards; Implement waste disposal processes; Promote products and services provided by the business.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR65116 DETERMINE VEHICLE DAMAGE AND RECOMMENDED REPAIR PROCEDURE

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Written communication and report writing procedures; Vehicle damage inspection procedures/industry repair standards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR65230 INSPECT PAINT AND/OR TRIM AND/OR ACCESSORIES AND ASCERTAIN RECOMMENDED REPAIR PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements; Repair procedures appropriate to the application; Written communications and report writing relevant to application.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per endorsed training package

AUR65722A ESTIMATE COMPLEX JOBS

Campus To be advised
Prerequisite(s) Nil
Content Estimate time requirements for jobs; Source parts; Identify sub-contract testing and/or service repair work costs for incorporation into the total estimated cost; Estimate total job costs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per endorsed training package

AUR66108 CARRY OUT DIAGNOSTIC PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content Symptom and cause differentiation; Diagnostic procedures and problem solving techniques; Documenting and reporting procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR66208A CARRY OUT DIAGNOSES OF COMPLEX SYSTEM FAULTS

Campus To be advised
Prerequisite(s) Nil

Content Analyse reported faults; Identify causes of faults; Establish repair requirements.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per endorsed training package

AUR66671A SERVICE/REPAIR COMPLEX SYSTEMS

Campus To be advised

Prerequisite(s) Nil
Content Determine repair/service method; Complete service/repairs; Conduct testing procedures.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per endorsed training package

AUR70125 WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content OH&S regulations; Hazards identification and avoidance including hazchem symbols; Workplace safety procedures; Personal safety requirements; Equipment and work area maintenance requirements; Manual handling techniques; Basic security procedures; Basic first aid and cardio-pulmonary resuscitation(cpr) procedures; Correct use and application of fire extinguishers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70125A FOLLOW WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and avoidance; Maintain the cleanliness of equipment and work areas; Locate and identify workplace fire extinguisher types, applications and operating procedures; Carry out emergency procedures; Follow basic security procedures; Carry out basic first aid and cardio-pulmonary resuscitation (CPR) procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70278 USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT

Campus Newport.
Prerequisite(s) To be advised
Content Tools and equipment safety and operating procedures; Tools and equipment selection procedures; Basic maintenance procedures of tools and equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70314 CONTRIBUTE TO WORKPLACE COMMUNICATION

Campus Newport.
Prerequisite(s) To be advised
Content The communication process; Written and oral communication skills; Use and maintenance of workplace records
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70421 ESTABLISH RELATIONS WITH CUSTOMERS

Campus Newport.
Prerequisite(s) To be advised
Content Customer relationship principles; Relevant customer legislation; Questioning and active listening skills relevant to customer communication.
Required Reading To be advised
Nominal Hours 20 Hours

Assessment As per endorsed training package

BBJ506 REFLECTIVE LEARNING AND PRACTICE 1A

Campus Werribee
Prerequisite(s) Certificate II in General Education for Adults
Content Use self-assessment to develop a profile of current competencies, strengths and weaknesses; Investigate a range of tertiary offerings and further study options; Analyse the entry requirements / determent learning needs; Understanding learning to learn concepts.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

BBJ507 REFLECTIVE LEARNING AND PRACTICE 1B

Campus Werribee
Prerequisite(s) Certificate II in General Education for Adults
Content Demonstrate effective use of Internet and technology to gain information; Demonstrate the skills required to effectively participate in a collaborative learning environment; Demonstrate the research and writing skills to produce a complex written text; Use a word processing package to present written material in an appropriate form.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

BBJ508 REFLECTIVE LEARNING AND PRACTICE 2A (NOT OFFERED IN 2002)

Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Monitor suitability of learning plan and evaluate progress within it through ongoing self-assessment; Develop and implement appropriate self-improvement plans to enhance progress course; Conduct an investigative project into some aspect of the transition from ACFE to work or further study.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BBJ509 REFLECTIVE LEARNING AND PRACTICE 2B (NOT OFFERED IN 2002)

Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Demonstrate effective self-reflection skills; Identify different learning styles and demonstrate active learning techniques; Demonstrate the ability to research the ability through a University library and use of standard referencing conventions; Demonstrate advanced word processing skills; Use an electronic referencing database to store reference and to generate a bibliography; Demonstrate effective reading skills and critically evaluate information gained from a variety of sources.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCC1003A SITE DRAINAGE/DE-WATERING

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells, trenches and pits; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC1012A SPREAD AND COMPACT MATERIAL MANUALLY

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare job; Spread and compact materials; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCC1013A MONITOR MACHINE OPERATION

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Support machine operator; Identify and protect services; Assist with fitting and removing machine attachments; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCC2003A ASSIST WITH EXCAVATION AND SUPPORT INSTALLATION

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan and prepare work; Set out excavation and erect safety equipment; Assist machine excavation support; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCC2005A REPAIR PAVEMENTS

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan and prepare work; Repair potholes; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCC2009A CARRY OUT CONCRETE WORK

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan work; Set out for concrete work; Construct reinforcement; Place and fix reinforcement; Erect formwork; Carry out on concrete work; Strip formwork; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCC3001A CONDUCT TIP TRUCK OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan and prepare work; conduct pre-operational checks; operate tip truck; carry out driver maintenance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCC3002A CONDUCT BACKHOE/LOADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate backhoe/loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

BCC3003A CONDUCT DOZER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate dozer; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC3004A CONDUCT EXCAVATOR OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate excavator; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out excavator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC3005A CONDUCT FRONT END LOADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate front end loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC3006A CONDUCT GRADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate grader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC3007A CONDUCT SCRAPER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate scraper; Couple machines; Apply

concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

BCC3008A CONDUCT SKID STEER LOADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate skid steer loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC3009A CONDUCT ROLLER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) **To be advised**
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate roller; Apply concepts of road anatomy; Apply knowledge of rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCC3010A CONDUCT WATER CART OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate water cart; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCC3012A CONDUCT DUMP TRUCK OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate dump truck; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCC3013A CONDUCT FORKLIFT OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) **To be advised**
Content Plan and prepare work; Conduct pre-operational checks; Operate fork lift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCC3014A CONDUCT PIPELAYER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised

Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate pipelayer; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC3015A CONDUCT RECYCLER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate recycler; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCC3017A CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate telescopic materials handler; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1001A CARRY OUT OH&S REQUIREMENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare for safe work practices; Use safe work practices to carry out work; Assume responsibility for safety of self and others; Work from ladder and work platforms; Use 240V power supply safely; Adhere to emergency procedures; Carry out general housekeeping.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1002A PLAN AND ORGANISE WORK

Campus To be advised
Prerequisite(s) Nil
Content Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1003A READ AND INTERPRET PLANS

Campus To be advised
Prerequisite(s) Nil
Content Identify types of drawings and their functions; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify and locate key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG1004A CARRY OUT MEASUREMENTS AND CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Obtain measurements; Perform simple calculations; Estimate approximate quantities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG1005A USE HAND AND POWER TOOLS

Campus To be advised
Prerequisite(s) Nil
Content Identify hand and power tools; Select hand tools; Use hand tools; Select power tools; Establish power supply to work location; Use power tools; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG1006A USE SMALL PLANT AND EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1007A ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S Requirements, BCG1005A Use hand and power tools.
Content Plan and prepare work; Erect safety barriers; erect scaffolding; Dismantle scaffold; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1008A USE SIMPLE LEVELLING DEVICES

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Set up and use levelling device; Transfer heights with straight edge and spirit level; Maintain given level or specified slope with boring rods; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG1009A CARRY OUT EXCAVATION AND INSTALL SUPPORT

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Locate excavation and erect safety equipment; Select tools and equipment; Dig excavations by hand; Assist machine excavation operations; Install excavation support; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1010A CARRY OUT CONCRETING TO SIMPLE FORMS

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1011A HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE

Campus To be advised
Prerequisite(s) Nil
Content Plan and prepare work; Correctly manual handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG1012A PREPARE FOR CONSTRUCTION PROCESS (WALL AND FLOOR TILING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for the construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1013A PREPARE FOR CONSTRUCTION PROCESS (SOLID PLASTERING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Prepare background of brick, concrete or blockwork for solid plastering; Clean up.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1014A PREPARE FOR CONSTRUCTION PROCESS (DRY WALL PLASTERING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with sheet material installation; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1015A PREPARE FOR CONSTRUCTION PROCESS (BRICK/BLOCK LAYING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Mortar mix; Assist with brick/block work; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1016A PREPARE FOR CONSTRUCTION PROCESS (CARPENTRY)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1017A PREPARE FOR CONSTRUCTION PROCESS (DEMOLITION)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding.
Content Plan for demolition process; Prepare materials for demolition process; Prepare work area for demolition process; Use tools and equipment appropriate for construction processes; Set up plant and equipment for initial demolition processes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1018A PREPARE FOR CONSTRUCTION PROCESS

(STEELWORK)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools and equipment appropriate for construction process; Select materials and cut components; Distribute components; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1019A PREPARE FOR CONSTRUCTION PROCESS (PAINTING AND DECORATING)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Use tools, plant and equipment appropriate for construction process; Assist with initial preparation of surfaces for painting and decorating; Assist with preparing surfaces for final finish; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2001A PREPARE SURFACES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.
Content Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2002A OXY/LPG ACETYLENE CUTTING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Set up; Cut material; Shut down; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2003A CARRY OUT GENERAL DEMOLITION

Campus To be advised

Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).
Content Plan and prepare work; Demolish building/structure; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2004A CARRY OUT LEVELLING

Campus To be advised
Prerequisite(s) BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.
Content Plan and prepare work; Maintain given level or specified slope with boring rods; Set up and use levelling devices; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2005A ERECT AND STRIP FORMWORK FOR CONCRETE WORK

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content Plan and prepare work; Assist with the erection of formwork; Strip formwork; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG2006A CARRY OUT STEELFIXING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2005A Erect and strip formwork for concrete work.
Content Plan and prepare work; Prepare for reinforcement placement; Place and fix reinforcement; Inspect reinforcement prior to concrete pour; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.

Content Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2009A CARRY OUT CONCRETE WORK

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content Plan work; Carry out concrete placement; Clean up site.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools.
Content Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

BCG2011A USE STATIC MACHINES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2012A MAKE SET-OUTS

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.
Content Plan and prepare for set-out; Make set-out for unit; Store set-out.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content Plan and prepare work; Construct non-load bearing partition timber wall frames; Erect and mantle a full height demountable partition; Erect a half-panel glass partition; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.

Content Plan and prepare work; Install timber or aluminium window frame; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3011A CARRY OUT BASIC SETTING OUT

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3013A CONDUCT FORKLIFT OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structure; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours

Assessment As per accredited curriculum

BCG3016A INSTALL SUB FLOOR FRAMING

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber bearers; Install timber floor joists; Install steel bearers and joists/ladder frames; Install bearers and 'drop-in' joists; Install site assembled bearers and joists (long span); Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3017A INSTALL TIMBER AND SHEET FLOORING

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing.
Content Plan and prepare work; Straighten and prepare floor joists; Set out and fix first board; Laying floor boards; Lay sheet flooring; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3018A ERECT STEEL ROOF TRUSSES

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing, BCG3019A Construct and erect steel wall framing.
Content Plan and prepare work; Erect steel roof trusses; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3019A CONSTRUCT AND ERECT STEEL WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2006A Carry out steelfixing.
Content Plan and prepare work; Construct and erect walls; Install insulation and sarking; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES – IRREGULAR ROOFS

Campus To be advised
Prerequisite(s) BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3014A Erect timber pitched roof framing.
Content Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

BCG3021A INSTALL DOOR FRAMES

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3022A FINSIH EAVES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling.
Content Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3023A INSTALL EXTERIOR CLADDING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/boards; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3024A CONSTRUCT TIMBER EXTERNAL STAIRS

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG3016A Install sub floor framing.
Content Plan and prepare work; Set out and prepare material; Assemble and erect stair; Fit and fix handrailing and balustrade; Finish stairs; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3025A INSTALL EXTERNAL OR INTERNAL DOORS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG3009A Construct and install non-lead bearing internal partition wall, BCG3021A Install door frames.
Content Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architrave's; Hang sliding door; Fit trim and door hardware; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3026A INSTALL FITMENTS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Select and prepare materials for installing fitments; Install fitments; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1014A Prepare for construction process (dry wall plastering), BCG2001A Prepare surfaces, BCG2008A Use explosive power tools (EPT).
Content Plan and prepare work; Set out; Prepare for bath installation; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3029A FIX TIMBER MOULDINGS

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jambs; Cut and fit scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3030A REPLACE GLASS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste, BCG2001A Prepare surfaces.
Content Plan and prepare work; Remove damaged glass; Replace glass; Repair surface finish; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling, BCG2008A Use explosive power tools (EPT), BCG3021A Install door frames.
Content Plan and prepare work; Set out and prepare door jamb/frame, Install door jamb/frame; Clean up.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

BCG3032A FIX TIMBER RAKING MOULDS

Campus To be advised
Prerequisite(s) BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings.
Content Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES

Campus To be advised
Prerequisite(s) BCG3010A Install windows to wall framing.
Content Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate a casement window; Restore and renovate a double hung window; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3034A ERECT/DISMANTLE FORMWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2005A Erect and strip formwork for concrete work.
Content Select system, plan and prepare for work; Prepare for formwork erection; Erect formwork; Install metal decking as slab soffit; Inspect formwork; Stripping of formwork; Back prop formwork; Clean up.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.
Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up.
Required Reading To be advised

Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3041A UNDERTAKE DOGGING

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1018A Prepare for construction process (steelwork).
Content Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3043A OPERATE HOIST

Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG2007A Operate elevated work platforms (EWP).
Content Plan and prepare work; Conduct daily safety check; Record results; Operate hoist.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3044A APPLY DECORATIVE FINISHES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3097A Match specified paint colour, BCG3098A Apply clear timber finish, BCG3045A Apply paint by spray, BCG3100A Prepare surfaces for painting and decorating.
Content Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce glided finish; Apply colour fleck finishes; Apply stencils; Clean up and store equipment.
Required Reading To be advised
Nominal Hours 114 Hours
Assessment As per accredited curriculum

BCG3045A APPLY PAINT BY SPRAY

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BCG3046A APPLY TEXTURE COATINGS

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3119A Prepare surfaces for painting and decorating.
Content Plan and prepare work; Set up scaffold if required; Prepare surfaces for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)

Campus To be advised
Prerequisite(s) BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3048A INSTALL GLASS BLOCKWORK

Campus To be advised

Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3067A CONSTRUCT CORBELS AND DECORATIVE BRICKWORK

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.
Content Plan and prepare work; Set out for featured brickwork; Lay bricks and form corbels and protusions; Construct brickwork to acute and obtuse angled corners; Lay plinth bricks or squints to form plinth areas or sills; Rake/rule joints; Carry out tuck pointing; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3068A CONSTRUCT BATTERED MASONRY SURFACES

Campus To be advised
Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG2009A Carry out concrete work, BCG3011A Carry out basic setting out, BCG3115A Lay segmental/unit paving.
Content Plan and prepare work; Prepare base for masonry or stone; Lay masonry or stone to sand bedding; Lay masonry or stone to mortar bed; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3069A CONSTRUCT FIREPLACE AND CHIMNEY

Campus To be advised
Prerequisite(s) BCG1015A Prepare for construction process (brick/block laying), BCG3011A Carry out basic setting out, BCG3107A Carry out veneer construction, BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and firebox; Construct firebox and face brickwork; Form throat and chimney shaft; Complete chimney; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

BCG3092A APPLY SOLID RENDER

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1013A Prepare for construction process (solid plastering), BCG2001A Prepare surfaces, BCG2004A Carry out levelling.
Content Plan and prepare work; Prepare surface area; Mix materials for render/solid plaster; Apply render; Cure applied surface; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3096A APPLY PAINT BY BRUSH/ROLLER

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BCG3097A MATCH SPECIFIED PAINT COLOUR

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools.
Content Prepare materials and equipment; Match paint colour to specified sample; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3098A APPLY CLEAR TIMBER FINISH

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3100A PREPARE SURFACES FOR PAINTING AND DECORATING

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment.
Content Select and prepare materials and equipment; Erect work platform; Prepare new or un-coated surfaces for painting or clear finish; Prepare previously coated surfaces for painting or clear finish; Prepare surface for wallpaper; Remove wallpaper and prepare surface for painting; Prepare surface for decorative painted finishes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3101A APPLY WALLPAPER

Campus To be advised
Prerequisite(s) BCG1008A Use simple levelling devices, BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Erect work platform; Prepare surface and wallpaper; Apply wallpaper; Clean up.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCG3103A APPLY INDUSTRIAL PROTECTIVE COATINGS

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces, BCG3096A Apply paint by brush/roller, BCG3124A Apply paint by spray, BCG3119A Prepare surface for painting and decorating.
Content Select and prepare materials and equipment; Erect work platform; Prepare iron and steel surfaces for the application of protective coating systems; Apply protective coating system; Clean up.
Required Reading To be advised

Nominal Hours 34 Hours
Assessment As per accredited curriculum

BCG3107A CARRY OUT VENEER CONSTRUCTION

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment,
BCG1007A Erect and dismantle restricted height scaffolding,
BCG1008A Use simple levelling devices, BCG1015A Prepare for
construction process (brick/block laying), BCG2004A Carry out
levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out brickwork/blockwork;
Construct base brickwork/blockwork; Construct veneer walls;
Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION

Campus To be advised
Prerequisite(s) BCG1006A Use small plant and equipment,
BCG1007A Erect and dismantle restricted height scaffolding,
BCG1008A Use simple levelling devices, BCG1015A Prepare for
construction process (brick/block laying), BCG2004A Carry out
levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out brickwork; Construct base
brickwork; Position door and window frames; Construct cavity and
single brick walls; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height
scaffolding, BCG1015A Prepare for construction process (brick/block
laying), BCG2004A Carry out levelling, BCG3011A Carry out basic
setting out, BCG3108A Carry out solid brick construction,
BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out steps; Lay bricks/blocks and
form steps; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

BCG3110A LAY BRICKS AND BLOCKS (WALL AND CORNER)

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A
Erect and dismantle restricted height scaffolding, BCG1008A Use
simple levelling devices, BCG1015A Prepare for construction process
(brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Select bricks/blocks and mortar
materials; Prepare location and materials; Lay bricks/blocks; Clean up.
Required Reading To be advised
Nominal Hours 76 Hours
Assessment As per accredited curriculum

BCG3111A LAY MULTI-THICKNESS WALLS AND PIERS

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height
scaffolding, BCG1015A Prepare for construction process (brick/block
laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and
blocks (wall and corner), BCG3108A Carry out solid brick
construction.

Content Plan and prepare work; Set out brickwork; Construct walls
and attached piers; Construct isolated piers; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3112A CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL

Campus To be advised
Prerequisite(s) BCG2004A Carry out levelling, BCG3011A Carry out
basic setting out, BCG3108A Carry out solid brick construction,
BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay
multi-thickness walls and piers.
Content Plan and prepare work; Set out first course; Construct wall to
arch level; Set up arch centre; Cut and lay bricks/blocks to form arch;
Clean up.
Required Reading To be advised
Nominal Hours 56 Hours
Assessment As per accredited curriculum

BCG3113A CONSTRUCT CURVED WALL

Campus To be advised
Prerequisite(s) BCG2084A Carry out levelling, BCG3011A Carry out
basic setting out, BCG3110A Lay bricks and blocks (wall and corner),
BCG3108A Carry out solid brick construction.
Content Plan and prepare work; Set out; Lay first course; Lay
subsequent courses and complete wall; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG3114A CONSTRUCT MASONRY BLOCKWORK

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1007A
Erect and dismantle restricted height scaffolding, BCG1008A Use
simple levelling devices, BCG1010A Carry out concreting to simple
forms, BCG1015A Prepare for construction process (brick/block
laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Set out blockwork; Construct
masonry blockwork; Place reinforcement and concrete; Install bond
beam; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3115A LAY SEGMENTAL/UNIT PAVING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A
Use small plant and equipment, BCG1010A Carry out concreting to
simple forms, BCG2004A Carry out levelling, BCG3011A Carry out
basic setting out.
Content Define soil type and determine paving material; Prepare to lay
paving; Construct paving; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3120A FIX LININGS AND PANELLING

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use
hand and power tools, BCG1016 Prepare for construction process
(carpentry), BCG2000A Assemble simple partition frames,
BCG2001A Prepare surfaces.

Content Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.
Content Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Locate yokes, jacks and connect hydraulic system; Place concrete; Activate jacking system; Slip system; Dismantle system; Clean up.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSACOM301B COLLECT AND PROVIDE INFORMATION TO FACILITATE COMMUNICATION FLOW

Campus St Albans
Prerequisite(s) Nil
Content Respond to telephone, oral and written requests for information; Draft routine correspondence in response to a need or a request.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSACOM302B TAKE DICTATION TO PRODUCE A TEXT

Campus St Albans
Prerequisite(s) Nil
Content Take dictation; Transcribe dictated notes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSACOM402B TAKE DICTATION TO PRODUCE COMPLEX TEXTS

Campus St Albans
Prerequisite(s) Nil
Content Take dictation; Transcribe dictated notes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT

Campus St Albans
Prerequisite(s) Nil
Content Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSACS401A PROVIDE NON-LEGAL ADVICE

Campus St Albans
Prerequisite(s) Nil
Content Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSAENT203A APPLY KNOWLEDGE OF EMPLOYEE'S AND EMPLOYER'S RIGHTS AND RESPONSIBILITIES TO WORKPLACE ENVIRONMENT

Campus St Albans
Prerequisite(s) Nil
Content Identify workplace rights and responsibilities of employees and employers; Identify areas in which discrimination can occur in the workplace; Prepare documentation covering workplace terms and conditions; Prepare for change and career advancement in the workplace.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSAFIN201A PREPARE AND PROCESS FINANCIAL DOCUMENTATION FOR CASH FLOW AND ACCOUNTING RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Petty cash; Credits and debits; Banking.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSAFIN301A MAINTAIN DAILY FINANCIAL RECORDS FOR ACCOUNTING PURPOSES

Campus To be advised
Prerequisite(s) To be advised
Content Cash and credit transactions; bank reconciliations; creditors and debtors systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSAFIN305A MAINTAIN FINANCIAL RECORDS FOR REPORTING PURPOSES

Campus To be advised
Prerequisite(s) To be advised
Content General journal; posting to General ledger; Trial Balance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSAFIN401B PRODUCE REPORTS AS REQUIRED FOR CASH FLOW FORECASTS AND BUDGETARY PURPOSES

Campus St Albans
Prerequisite(s) Nil
Content Undertake and document costing procedures; Prepare for financial reports to enable preparation of cash flow forecasts and budget reports; Draft financial forecasts/budgets.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSAINF301B MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Campus St Albans
Prerequisite(s) Nil

Content Assemble new files; Identify and process inactive and dead files; Record documentation movements.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

BSAINF401B SUPERVISE AN EXTABLISHED RECORDS SYSTEM TO ENSURE ITS INEGRITY

Campus St Albans
Prerequisite(s) Nil
Content Maintain existing filing arrangements; Ensure distribution of files and records; Maintain security of filing system; Train staff in records management.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO CARRY OUT TASKS

Campus St Albans
Prerequisite(s) Nil
Content Use appropriate legal terminology in written and oral communication with internal and external parties; Extend understanding of legal terminology.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES

Campus St Albans
Prerequisite(s) Nil
Content Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

Campus St Albans
Prerequisite(s) Nil
Content Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALF301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE

Campus St Albans
Prerequisite(s) Nil
Content Record fee-earner time; Enter disbursements incurred.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS

Campus St Albans
Prerequisite(s) Nil

Content Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

Campus St Albans
Prerequisite(s) Nil
Content Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSALLG401A ARRANGE DOCUMENTS AND LIST EXHIBITS FOR LITIGATION SUPPORT

Campus St Albans
Prerequisite(s) Nil
Content Arrange documents in specified order; Organise self or other to enter document order on firm's record system; Prepare exhibits for court.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL401Aa PROVIDE SUPPORT IN PROPERTY LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Augment substantive knowledge of property law; Assist with preparation of prescribed documents to support sale of land; Prepare pre-settlement documents for vendor; Prepare and process pre-settlement documents for purchaser; Attend settlement meeting; Prepare and process post settlement documents for purchaser.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL402A PROVIDE SUPPORT INFAMILY LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Property settlement; Maintenance; Contact and residence; Counselling and mediation; Assist with appeals process.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL403A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Prepare and process documents involved in criminal law matters; Perform research to support instructing legal practitioner; Assist instructing legal practitioner to prepare for trial.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPL404A PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS

Campus St Albans
Prerequisite(s) Nil
Content Augment substantive knowledge of commercial law; Assist with incorporation of a company; Assist with administration of charges; Assist with the sale of a shelf company.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSALPP301A APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS

Campus St Albans
Prerequisite(s) Nil
Content Identify the main roles and responsibilities of key bodies in the legal system; Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks; Produce and despatch legal documentation; Organise self or other to apply for certificates; Use court etiquette appropriate to the various courts.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSALPP302A CARRY OUT SEARCH OF PUBLIC RECORD

Campus St Albans
Prerequisite(s) Nil
Content Plan search; Conduct search; Receive outcome of search; Deliver information.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

BSALPP303A DELIVER COURT DOCUMENTATION

Campus St Albans
Prerequisite(s) Nil
Content Organise self or other to copy and collate court/tribunal documents; Plan court/tribunal delivery schedule; Organise self or other to deliver documents.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSALPP401A PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS

Campus St Albans
Prerequisite(s) Nil
Content Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSALR301A HANDLE RECEIPT AND DESPATCH OF INFORMATION

Campus St Albans
Prerequisite(s) Nil
Content Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries
Required Reading To be advised

Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSAORG301B COORDINATE OWN WORK SCHEDULE WITH THAT OF OTHERS TO ACHIEVE AGREED TEAM/SECTION GOALS

Campus St Albans
Prerequisite(s) Nil
Content Develop own work schedule to achieve team goals; Coordinate own work schedule with others.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSAORG401B PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY TO ENSURE EFFICIENT TRAVEL

Campus St Albans
Prerequisite(s) Nil
Content Organise business itinerary; Identify credit facilities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSAORG403B COORDINATE ADMINISTRATION OF TEAM PROJECTS TO ACHIEVE PROJECT GOALS

Campus St Albans
Prerequisite(s) Nil
Content Coordinate project plan; Coordinate project administration.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSATEC301B USE THE ADVANCED FUNCTIONS OF A RANGE OF OFFICE EQUIPMENT TO COMPLETE DAILY TASKS

Campus St Albans
Prerequisite(s) Nil
Content Operate equipment; Complete tasks; Ensure equipment is maintained.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSATEC302B DESIGN AND DEVELOP DOCUMENTS, REPORTS AND WORKSHEETS

Campus St Albans
Prerequisite(s) Nil
Content Identify document requirements; Design and enhance document formats.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSATEC403B IDENTIFY AND USE NEW AND EXISTING TECHNOLOGY TO MEET THE NEEDS OF THE ENTERPRISE

Campus St Albans
Prerequisite(s) Nil
Content Maintain current knowledge of developments in information technology; Identify new technology to assist the enterprise to meet its goals; Use new technology to solve problems.
Required Reading To be advised

Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSATEC404B CUSTOMISE AND MAINTAIN SOFTWARE

Campus St Albans
Prerequisite(s) Nil
Content Maintain effective performance of hardware and software; Customise software to maximise performance in producing complex documents; Maintain customised software.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSATEM301B NEGOTIATE WITH TEAM MEMBERS TO ALLOCATE AND COMPLETE TASKS TO ACHIEVE TEAM GOALS

Campus St Albans
Prerequisite(s) Nil
Content Clarify tasks to achieve team goals; Negotiate allocation of tasks; Monitor completion of allocated tasks.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSATEM401B SUPERVISE THE TEAM TO ENSURE TEAM GOALS ARE ACHIEVED

Campus St Albans
Prerequisite(s) Nil
Content Plan work for team; Allocate tasks to members of the team; Monitor team performance; Recognise training needs.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

BSFIN501A MANAGE PAYROLL RECORDS FOR EMPLOYER SALARIES AND STAFF RECORD KEEPING

Campus To be advised
Prerequisite(s) Nil
Content Payroll documents, journals, ledgers, computerised payroll.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSFIN502A MONITOR AND CONTROL DISBURSEMENTS WITHIN A GIVEN BUDGET

Campus To be advised
Prerequisite(s) To be advised
Content Cash Journals, Cash budgets, Cash performance and exception reporting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX001/A EVALUATE A BUSINESS OPPORTUNITY

Campus City King.
Prerequisite(s) Nil
Content Preliminary investigation of a business opportunity to assess its viability and how well it conforms with current personal and business directions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX002/A COMPLETE A BUSINESS PLAN

Campus City King.
Prerequisite(s) Nil
Content Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX003/A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS

Campus City King.
Prerequisite(s) Nil
Content Identifying and complying with legal and administrative requirements in the process of setting up and maintaining a small business; Includes risk minimisation, insurance, establishing a business structure and legal rights regarding production and use of production and use of products and the provision of services
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSXFMI301A MANAGE PERSONAL WORK PRIORITIES & PROFESSIONAL DEVELOPMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Self management techniques; Prioritising; Professional competency.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI302A PROVIDE LEADERSHIP IN THE WORKPLACE

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Standards of management performance; Enterprise's image; Influencing individuals and teams; Making informed decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI303A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI304A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus City King, Sunshine, Workplace
Prerequisite(s) Nil
Content Team planning; Commitment and cooperation; Team performance; Work team/group.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI305A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Profit/productivity targets; Operational plans; Operational performance; Resource usage.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI306A MANAGE WORKPLACE INFORMATION

Campus City King, Sunshine, Workplace
Prerequisite(s) Nil
Content Identifying, sourcing, collecting, analysing and reporting information; Management information systems; Business plans/budgets; Resource proposals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI307A MANAGE QUALITY CUSTOMER SERVICE

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Internal and external customer requirements; Delivery of quality products; Customer Service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI308A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Legislation, codes and standards; Safety requirements and performance; Non-conformance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI309A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI310A FACILITATE AND CAPITALISE ON

CHANGE AND INNOVATION

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Planning for the introduction of change; Creative and flexible approaches and solutions; Emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI401A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Self management techniques; Prioritising; Professional competency.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Team planning; Commitment and cooperation; Team performance; Work team/group.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI405A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Profit/productivity targets; Operational plans; Operational performance; Resource usage.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI406A MANAGE WORKPLACE INFORMATION

Campus City King, Sunshine, Workplace
Prerequisite(s) Nil
Content Identifying, sourcing, collecting, analysing and reporting information; Management information systems; Business plans/budgets; Resource proposals.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI407A MANAGE QUALITY CUSTOMER SERVICE

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Internal and external customer requirements; Delivery of quality products; Customer Service.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI408A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil

Content Legislation, codes and standards; Safety requirements and performance; Non-conformance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI409A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI410A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Planning for the introduction of change; Creative and flexible approaches and solutions; Emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI411A A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Creating learning opportunities; Facilitating and promoting learning; Monitoring and improving learning effectiveness.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus City King, Sunshine, South Melbourne, Workplace.
Prerequisite(s) Nil
Content Self management techniques; Prioritising; Professional competency.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

BSXFMI502A PROVIDE LEADERSHIP IN THE WORKPLACE

Campus City King, Sunshine, South Melbourne, Workplace.
Prerequisite(s) Nil
Content Standards of management performance; Enterprise's image; Influencing individuals and teams; Making informed decisions.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

BSXFMI503A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

Campus City King, Sunshine, Workplace, Sunbury.
Prerequisite(s) Nil

Content Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI504A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus City King, Sunshine, South Melbourne, Workplace.
Prerequisite(s) Nil
Content Team planning; Commitment and cooperation; Team performance; Work team/group.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

BSXFMI505A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Profit/productivity targets; Operational plans; Operational performance; Resource usage.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI506A MANAGE WORKPLACE INFORMATION

Campus City King, Sunshine, Workplace, Sunbury.
Prerequisite(s) Nil
Content Identifying, sourcing, collecting, analysing and reporting information; Management information systems; Business plans/budgets; Resource proposals.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI507A MANAGE QUALITY CUSTOMER SERVICE

Campus City King, Sunshine, South Melbourne, Workplace.
Prerequisite(s) Nil
Content Internal and external customer requirements; Delivery of quality products; Customer Service.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

BSXFMI508A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Legislation, codes and standards; Safety requirements and performance; Non-conformance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI509A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil

Content Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Planning for the introduction of change; Creative and flexible approaches and solutions; Emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSXFMI511A A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT

Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
Content Creating learning opportunities; Facilitating and promoting learning; Monitoring and improving learning effectiveness.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSZ401A PLAN ASSESSMENT

Campus TBA
Prerequisite(s) Nil
Content Establish evidence required for a specific context; Establish suitable assessment method(s); Develop assessment tools appropriate to a specific assessment context; Trial assessment procedure.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSZ402A CONDUCT ASSESSMENT

Campus TBA
Prerequisite(s) Nil
Content Identify and explain the context of assessment; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to persons being assessed; Report on the conduct of the assessment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSZ403A REVIEW ASSESSMENT

Campus TBA
Prerequisite(s) Nil
Content Review the assessment procedure(s); Check consistency of assessment decision; Report review findings.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

BSZ404A TRAIN SMALL GROUPS

Campus TBA
Prerequisite(s) Nil
Content Prepare for training; Deliver training; Provide opportunities for practices; Review training.
Required Reading To be advised

Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM

Campus TBA
Prerequisite(s) Nil
Content Identify the competency needs; Document training program requirements; Identify program resources; Promote training.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSZ406A PLAN A SERIES OF TRAINING SESSIONS

Campus TBA
Prerequisite(s) Nil
Content Identify training requirements; Develop outlines of training sessions; Develop training materials; Develop training sessions; Arrange resources.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSZ407A DELIVER TRAINING SESSIONS

Campus TBA
Prerequisite(s) Nil
Content Prepare training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSZ408A REVIEW TRAINING

Campus TBA
Prerequisite(s) Nil
Content Record training data; Evaluate training; Report on training.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BT20099 CONTEMPORY HEALTH ISSUES

Campus City King
Prerequisite(s) To be advised
Content An introduction to epidemiology concepts and a cross section of the main health problems that Australians face today; Issues encountered by massage therapists and other health professionals will be discussed.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT48657 PATHOLOGY 1

Campus City King
Prerequisite(s) To be advised
Content A comprehensive instruction in pathological conditions and processes, which enable the learner to recognise signs and symptoms that may be alleviated my massage or which require referral to other health providers.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT48851 FUNDAMENTALS OF ANATOMY &

PHYSIOLOGY

Campus City King
Prerequisite(s) To be advised
Content The fundamentals of human anatomy and an understanding of the physiology of the body systems.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62008 PERSONAL COMMUNICATION SKILLS

Campus City King
Prerequisite(s) To be advised
Content Experiential training for effective communication and interaction with clients.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62013 MASSAGE PRACTICE 1

Campus City King
Prerequisite(s) To be advised
Content A simulated clinic where students give massages to members of the public including taking a thorough medical history.
Required Reading To be advised
Nominal Hours 61 Hours
Assessment As per accredited curriculum

BT62016 PHYSIOLOGY OF EXERCISE

Campus To be advised
Prerequisite(s) To be advised
Content The major concepts of exercise physiology and the relationship to cardiovascular and environmental physiology; Bioenergetic concepts, energy metabolism and physical training issues are included.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62018 BUSINESS PROCEDURES 1G

Campus City King
Prerequisite(s) To be advised
Content Financial, legal and marketing skills to enable the learner to establish a small business in massage.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62019 LIFE SKILLS DEVELOPMENT

Campus City King
Prerequisite(s) To be advised
Content Identify the psychosocial concepts relevant to the professional massage therapist in providing holistic care.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62240 MASSAGE 1

Campus City King
Prerequisite(s) To be advised
Content This unit covers the skills, equipment and environment necessary to give a relaxation massage.
Required Reading To be advised
Nominal Hours 51 Hours

Assessment As per accredited curriculum

BT62259 ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPISTS

Campus City King
Prerequisite(s) **To be advised**
Content This unit covers knowledge specific to the work of a Massage Therapist, particularly musculo-skeletal anatomy.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62277 SURFACE ANATOMY

Campus City King
Prerequisite(s) To be advised
Content By using palpation, visualisation and observation you will identify the major internal and external structures of the body.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62301 THEORY OF MOVEMENT

Campus City King
Prerequisite(s) To be advised
Content A study of body mechanics with particular reference to muscle action and correct application of force and load.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62310 PRINCIPLES OF FOOT REFLEXOLOGY

Campus City King
Prerequisite(s) To be advised
Content A study of the reflex zones and the relationship to the body including treatment by reflexology.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62338 PROFESSIONAL SKILLS AND ETHICS

Campus City King
Prerequisite(s) To be advised
Content To identify the areas of professional ethics, referrals and the legal aspects relevant to the massage therapist.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62374 PRINCIPLES OF ACUPRESSURE

Campus City King
Prerequisite(s) To be advised
Content An integrated theoretical and practical understanding of acupressure; A cross cultural awareness of different systems of bodywork will be covered.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BT62500 NUTRITION FOR MASSAGE THERAPISTS

Campus City King
Prerequisite(s) To be advised
Content Appropriate nutrition is essential for optimum health. A broad range of nutritional approaches and their effects will be studied.

Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62501 POSTURAL MASSAGE TECHNIQUES

Campus City King
Prerequisite(s) To be advised
Content This unit will cover massage techniques for common conditions, postural observation and the professional requirements of a Massage Therapist.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62502 POSTURAL MASSAGE PRACTICAL

Campus City King
Prerequisite(s) To be advised
Content Building on the previous unit this subject covers massage techniques for sporting situations including pre and post event and training massage.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

BT62503 APPLIED PRINCIPLES OF TRANSVERSE FRICTION AND DEEP TISSUE TECHNIQUES

Campus City King
Prerequisite(s) To be advised
Content The theoretical knowledge and practical experience to incorporate these techniques into a professional massage. Transverse friction and deep tissue techniques will be covered for the whole body.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BT62504 APPLIED PRINCIPLES OF ALEXANDER & TRAGER TECHNIQUE

Campus City King
Prerequisite(s) To be advised
Content Learn the principles of Alexander Technique as a strategy for self care while giving massages; Learn the Trager technique for clients.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

BT62505 ADVANCED MASSAGE TECHNIQUES

Campus City King
Prerequisite(s) To be advised
Content A thorough understanding and the practical application of manual lymph drainage massage, myofascial release and counterstrain technique
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62506 TRIGGER POINT THERAPY AND MASSAGE FOR JOINTS

Campus City King
Prerequisite(s) To be advised
Content An understanding of joint restriction and appropriate massage to increase range of movement; Types of Trigger Points and treatment options will be covered by palpation and theoretical understanding.

Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62507 CLINICAL PRACTICE

Campus City King
Prerequisite(s) To be advised
Content Experience in a simulated massage clinic under teacher supervision.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

BT62508 RESTORATIVE PRACTICUM

Campus City King
Prerequisite(s) To be advised
Content Physical observation, assessment and evaluation to determine the source of pain or postural problems; Students will have the opportunity to have supervised client experience.
Required Reading To be advised
Nominal Hours 46 Hours
Assessment As per accredited curriculum

BT62509 SPORT AND RECREATION MASSAGE

Campus City King
Prerequisite(s) To be advised
Content This unit enables the student to expand on a basic sports massage with further techniques.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

BT62510 MASSAGE RESEARCH PROJECT

Campus City King
Prerequisite(s) To be advised
Content Basic principles in research methodology; Students will write an individual paper in an area within the massage profession; The scientific method of problem solving and processes of research planning will be covered.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

CES006 PC SYSTEMS HARDWARE INSTALLATION

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) CES001 Introduction to Microprocessors, CES002 Computer Electronics.
Content To equip the learner with the necessary skills to install common hardware and provide PC System level support. Emphasis is also placed on issues of supporting the computer in terms of maintenance and performance enhancement/upgrading. The applications of diagnostic utilities for supporting PC systems and peripherals are also included.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written.

CHCAC3A ORIENTATION TO AGED CARE WORK

Campus To be advised
Prerequisite(s) To be advised
Content Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.
Required Reading To be advised

Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCAC6A PROVIDE SERVICES TO AGED PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Providing services to aged people to help achieve maximum wellbeing by meeting emotional, psychological and spiritual needs.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAC8A MONITOR SERVICES TO AGED PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of service delivery and monitor its implementation.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAD1A ADVOCATE FOR CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Supporting clients to voice their opinions or needs and to ensure their rights are upheld.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCAD2A SUPPORT THE INTERESTS, RIGHTS AND NEEDS OF CLIENTS WITHIN DUTY OF CARE REQUIREMENTS

Campus St Albans
Prerequisite(s) Nil
Content Provide support to client for the realisation of their interests, rights and needs within job roles and responsibilities; Support and safeguard the interests and rights of clients.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCADMIN3A UNDERTAKE ADMINISTRATIVE WORK

Campus To be advised
Prerequisite(s) To be advised
Content Undertaking a range of administrative functions in the workplace.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCADMIN4A MANAGE THE ORGANISATION'S FINANCES, ACCOUNTS AND RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Contact the department for details

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAOD2A ORIENTATION TO THE ALCOHOL AND OTHER DRUGS SECTOR

Campus To be advised
Prerequisite(s) To be advised

Content Work within the context of the alcohol and other drugs sector; Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCAOD8 WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUG ISSUES

Campus To be advised
Prerequisite(s) To be advised
Content This unit relates to assessing client needs, providing a range of services to meet their needs, reviewing client progress and evaluating the work undertaken with clients.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCCD1A SUPPORT COMMUNITY PARTICIPATION

Campus TBA
Prerequisite(s) Nil
Content Work with individuals and the community to promote participation; Support existing community activities.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCD2A PROVIDE COMMUNITY EDUCATION PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Working with the community to develop and provide education programs on relevant issues.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY

Campus TBA
Prerequisite(s) Nil
Content Identify information requirements; Address information requirements.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD4A DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Develop community programs to ensure maximum participation.
Required Reading To be advised
Nominal Hours 135 Hours
Assessment As per accredited curriculum

CHCCD5A DEVELOP COMMUNITY RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Working with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD6A ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Work with the community to establish new organisations and networks.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD7A SUPPORT COMMUNITY RESOURCES

Campus TBA
Prerequisite(s) Nil
Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCD8A SUPPORT COMMUNITY ACTION

Campus To be advised
Prerequisite(s) To be advised
Content Supporting the community to represent their own needs through social and public action.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD9A SUPPORT COMMUNITY LEADERSHIP

Campus To be advised
Prerequisite(s) To be advised
Content Designing, providing and promoting a supporting structure and environment to enable effective and viable leadership to be provided within the community.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD11A PROVIDE ADVOCACY AND REPRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Representing the interests of the community and/or the community services industry. Representation will include the development of community representative and industry participative roles and position in decision making forums.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD12A UNDERTAKE WORK IN THE COMMUNITY SERVICES INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content The foundation unit for working in the industry.

Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD13A WORK WITHIN SPECIFIC COMMUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Working with individuals or groups in specific communities.

Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCD14A IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Campus To be advised
Prerequisite(s) To be advised
Content Working with individuals and in the community to facilitate public awareness and resolution of issues.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCD15A DEVELOP AND IMPLEMENT A COMMUNITY DEVELOPMENT STRATEGY

Campus To be advised
Prerequisite(s) To be advised
Content Working with a range of individuals and in the community to facilitate public awareness and resolution of a range of issues.

Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCCM3A DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Conduct case management meetings, develop an appropriate approach to case management, develop an appropriate case management plan and manage case work activities and processes.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCOM2A COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES

Campus To be advised
Prerequisite(s) To be advised
Content Exercising effective communication skills in the workplace.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCOM3A UTILISE SPECIALIST COMMUNICATION

SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Effective communication in the workplace and applying specialist communication techniques.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCOM4A DEVELOP, IMPLEMENT & PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Applying higher level communication skills required for effective operation in the workplace.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS1A DELIVER AND MONITOR SERVICE TO CLIENTS

Campus To be advised
Prerequisite(s) Nil
Content Applying defined organisational services which address the needs of clients

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCS2A DELIVER AND DEVELOP CLIENT SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Meeting the specific needs of a broad range of existing and new clients within a defined framework.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCS3A COORDINATE THE PROVISION OF SERVICES AND PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Identifying a range of service options which meet existing client needs.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCCS7A COORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify program requirements for individual clients, coordinate program delivery to ensure client needs are addressed and coordinate the evaluation of client service delivery.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCDIS1A ORIENTATION TO DISABILITY WORK

Campus To be advised
Prerequisite(s) To be advised
Content Work is performed ethically, supports the rights and interests of people with disabilities and follows appropriate reporting mechanisms to meet duty of care requirements.

Required Reading To be advised
Nominal Hours 47–50 Hours
Assessment As per accredited curriculum

CHCDIS2A MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by those working with people with disabilities aimed at enhancing the ability of people with disabilities to communicate and be independent; upholding the rights and responsibilities of people with disabilities; applying the organisation's philosophy and contributing to the design and review of policies and procedures for empowerment.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS3A PROVIDE SERVICES TO PEOPLE WITH DISABILITIES

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCDIS4A DESIGN PROCEDURES FOR SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by staff to design modules for support including assessing requirements and designing and implementing procedures.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS6A PLAN AND IMPLEMENT COMMUNITY INTEGRATION

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by staff to maximise the integration of people with disabilities in various community settings through planning, assessing locations, making necessary adaptation, liaising with families, and enhancing access to other services.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS7A DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised

Content This unit describes the competencies used by staff to design and implement measures to maximise convenience of use of various physical settings in the community at large for people with disabilities as a group through assessing and adapting locations and designing new locations.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS9A MAXIMISE PARTICIPATION IN WORK BY PEOPLE WITH DISABILITIES

Campus To be advised
Prerequisite(s) To be advised

Content This unit describes the competencies performed by staff who support people with disabilities in a workplace to prepare for employment and maximise their performance through working safely and effectively, matching jobs and people and understanding related industrial issues.

Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CHCDIS10A PROVIDE CARE AND SUPPORT

Campus To be advised
Prerequisite(s) To be advised

Content Providing support and assistance to maintain quality care for people with disabilities

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCDIS11A COORDINATE WORK IN THE DISABILITY SECTOR

Campus To be advised
Prerequisite(s) To be advised

Content Performing work within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of people with disabilities.

Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCGROUP2A SUPPORT GROUP ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised

Content Participating in, and providing general support for a range of informal and formal groups in a variety of settings.

Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCGROUP3A PLAN AND CONDUCT GROUP ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised

Content Address resourcing issues for group activities, coordinate a group planning process, manage group processes including responding to conflict and evaluate group activities.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCINF1A PROCESS AND PROVIDE INFORMATION

Campus To be advised
Prerequisite(s) To be advised

Content Correctly handling organisational information including incoming and outgoing communications and enquiries.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCINF2A MAINTAIN ORGANISATION'S INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised

Content Collecting, storing and providing accurate and current information to clients.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCINF3A COORDINATE INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised

Content Coordinating all aspects of information management including: collection, collation, storage and preparation of information in different formats depending on client needs.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCINF5A MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised

Content Ensuring the information system of an organisation is effective and efficient.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCNET2A MAINTAIN EFFECTIVE NETWORKS

Campus To be advised
Prerequisite(s) To be advised

Content Establishing and maintaining formal and informal groups which directly impact on the effective operation of the organisation.

Required Reading To be advised
Nominal Hours 20–50 Hours
Assessment As per accredited curriculum

CHCNET3A DEVELOP NEW NETWORKS

Campus To be advised
Prerequisite(s) To be advised

Content Setting up formal networks which will benefit the organisation and the clients.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG1A FOLLOW THE ORGANISATION'S POLICIES, PROCEDURES AND PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Follow organisation guidelines and work ethically.

Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCORG2A WORK WITH OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Plan, communicate and work with others

Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCORG3A PARTICIPATE IN THE WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES

Campus To be advised
Prerequisite(s) To be advised
Content Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.

Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCORG5A MAINTAIN AN EFFECTIVE WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Meeting individual responsibilities within a work group.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCORG6A COORDINATE THE WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised

Content Undertaking supervisory and coordinating activities in work groups in community service organisations.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG9A MANAGE PROJECTS AND STRATEGIES

Campus To be advised
Prerequisite(s) To be advised

Content Initiating, planning, implementing and evaluating project management activities

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG17A IMPLEMENT AND MONITOR OCCUPATONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Campus To be advised
Prerequisite(s) To be advised

Content Implementing and monitoring relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CHCP&R2A CONTRIBUTE TO POLICY DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Developing and analysing policies which impact on the client group and the work of the organisation.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCP&R4A DEVELOP AND IMPLEMENT POLICY

Campus To be advised
Prerequisite(s) To be advised
Content Developing and applying policy initiatives in the workplace.

Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCP&R5A MANAGE AND RESEARCH ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Initiating, managing and acting upon research and the resultant recommendations.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCYTH3A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION

Campus To be advised
Prerequisite(s) To be advised

Content Support individuals and groups of young people to take action to meet their needs or respond to community issues.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCYTH4A ASSIST YOUNG PEOPLE IN RESPONDING TO CRISIS

Campus To be advised
Prerequisite(s) To be advised
Content Responding to crises, including risk of violence to self or others or extreme emotional responses.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCYTH5A MANAGE YOUTH PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Devising, setting up, coordinating, delivering and evaluating activities and programs for individuals and groups.

Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCYTH6A PROVIDE APPROPRIATE SERVICES TO YOUNG PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Ensuring the provision of support to enable young people to choose and implement options to address their circumstances.

Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCYTH7A RESPOND TO CRITICAL SITUATIONS INCLUDING RISK OF VIOLENCE

Campus To be advised
Prerequisite(s) To be advised
Content Responding to crises, including risk of violence to self or others or extreme emotional responses.

Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

COM201A RECEIVE AND PASS ON ORAL MESSAGES

Campus To be advised
Prerequisite(s) Nil
Content Receive and relay oral messages; Respond to incoming telephone calls; Make telephone calls.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

COM202A RECEIVE AND PASS ON WRITTEN INFORMATION

Campus To be advised

Prerequisite(s) Nil
Content Receive and relay witten messages; Draft simple correspondence.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

COM301A COLLECT AND PROVIDE INFORMATION COMMUNICATION FLOW

Campus To be advised
Prerequisite(s) Nil
Content Telephone, oral and written requests; Routine correspondence.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

COM302A TAKE DICTATION TO PRODUCE A TEXT

Campus To be advised
Prerequisite(s) Nil
Content Dictation; Transcribe dictated notes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

COM401A ORGANISE/PROVIDE INFO – RESPOND TO REQUESTS

Campus To be advised
Prerequisite(s) Nil
Content Receive and process a request for information; Identify information sources; Extract information; Provide information; Compose report and correspondence.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

COM402A TAKE DICTATION TO PRODUCE COMPLEX TEXTS

Campus To be advised
Prerequisite(s) Nil
Content Take dictation; Transcribe dictated notes.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

COM501A INITIATE RESEARCH, PREPARE DATA AND INFORMATION

Campus To be advised
Prerequisite(s) Nil
Content Identify specific data and information requirements; Identify research requirements and obtain data; Prepare drafts; Produce final report.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

COM502A COORDINATE CLIENT SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Coordinate development of plan for promoting enterprise products and services; Implement client service strategies to effect the promotional plan; Coordinate the review of client service strategies.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment Administration Training Package Guidelines for Assessment of Qualification.

CUECOR2A WORK WITH OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CUEEVT1A PLAN & MANAGE EVENTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for events; Prepare implementation strategy; Oversee event implementation.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CUEIND1A APPLY ORGANISATION & INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUELGT5A OPERATE LIGHTING

Campus To be advised
Prerequisite(s) To be advised
Content Technical/dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CUEMAR3A UNDERTAKE MARKETING ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan, implement, review and report on marketing and promotional activities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUESET5A ASSIST IN MAKING SETS

Campus To be advised
Prerequisite(s) To be advised

Content Prepare to assist in making sets; Construct set elements; Work with others to package sets for transportation.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMTIA ASSIST IN STAGE MANAGING THE PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Assist in organising the rehearsal area to meet rehearsal requirements; Contribute to rehearsals; Contribute to transfer of physical elements from rehearsal facility to venue; Assist in running technical and dress rehearsals; Contribute to preparation of production areas; Contribute to monitoring and maintenance of operations during performance; Contribute to post-performance procedures.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

CUESMT2A PREPARE FOR REHEARSAL

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT3A CO-ORDINATE REHEARSALS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate performers; Coordinate physical elements, director's performers' and technical requirements; Develop and maintain the prompt copy; Prompt performers; Monitor and maintain rehearsal process.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

CUESMT5A MANAGE THE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

CUESOU3A OPERATE SOUND EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Technical/dress rehearsal requirements; Pre-show procedures for operating sound; Operate sound equipment; Post-performance procedures.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

CUETGE1A UNDERTAKE SIMPLE LIGHTING/ SOUND/ AUDIO VISUAL ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to undertake simple lighting, sound and audiovisual activities; Carry out pre-performance procedures; Participate in technical rehearsals/performances; Maintain and store equipment.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CUETGE3A BUMP-IN THE SHOW

Campus To be advised
Prerequisite(s) To be advised
Content Assemble, pack and load physical elements; Contribute to transportation of physical elements; Unload physical elements; Check physical elements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUETHTCORO2A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Communicate effectively with customers/colleagues from diverse backgrounds; Deal with cross-cultural misunderstandings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUETHTCORO31 FOLLOW HEALTH, SAFETY & SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures on health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

CULLB201A ASSIST CLIENTS TO USE AN INFORMATION SERVICE EFFECTIVELY

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content To help clients make effective use of information providers' services and facilities, practitioners assist clients to access the facilities or refer them to the appropriate person. Feedback from clients is treated in a courteous and ethical manner to add value to the client focussed organisation.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB202A ASSIST WITH THE MAINTENANCE OF SERVICE AREA

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Practitioners use organisational, interpersonal and observational skills to ensure that clients and others are provided with a sage and orderly environment in which to satisfy their information needs.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB203A DEVELOP OWN INFORMATION LITERACY SKILLS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information through various systems and in a variety of formats.

Required Reading To be advised

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CULLB204A MANAGE OWN WORK PERFORMANCE AND LEARNING

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Practitioners are responsible for managing their own performance and contributing to their own professional development within the context of the organisation.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB205A PREPARE, PROCESS AND STORE RESOURCES

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content To ensure consistent organisation and maintenance of information, materials and equipment, practitioners process and store resources in accordance with the information service provider's policies and procedures.

Required Reading To be advised

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB301A PARTICIPATE IN A WORK TEAM

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Co-ordination of work activities in a limited area of responsibility or of a small work group requires practitioners to participate in the work team.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB302A USE BIBLIOGRAPHIC METHODS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content The variety of information systems used by information providers requires practitioners to understand the principles underpinning the organisation of bibliographic and other relevant information and classification systems.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB303A ACCESSION AND PROCESS RESOURCES

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Accessioning and processing of resources requires practitioners to maintain quality acquisition procedures.

Required Reading To be advised

Nominal Hours 20 Hours

Assessment As per accredited curriculum

CULLB304A CONTRIBUTE TO PROMOTIONAL PROGRAMS AND ACTIVITIES FOR CLIENTS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Effective contribution to programs and activities for target groups requires practitioners to apply organisational and team-working skills to confirm, achieve and continuously improve required customer outcomes.

Required Reading To be advised

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB305A PROCESS ORDERS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content The acquisition of resources requires practitioners to liaise with suppliers, to order resources and to maintain accurate records within the information provider's policies and guidelines.

Required Reading To be advised

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB307A USE MULTIMEDIA EQUIPMENT

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Assistance to clients in libraries and information agencies requires practitioners to understand, use and maintain a range of multimedia technologies and programs.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULLB401A CONTRIBUTE TO CLIENT ACCESS TO INFORMATION

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Assisting clients to obtain information from readily accessed sources requires practitioners to locate the information, or refer clients appropriately, or assist clients to find and access the information themselves.

Required Reading To be advised

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB402A CONTRIBUTE TO EFFECTIVE WORKING RELATIONSHIPS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Contribution to effective working relationships requires practitioners to develop and maintain constructive relationships across the workplace which focus on achieving agreed outcomes.

Required Reading To be advised

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB403A DEVELOP AND APPLY OWN INFORMATION LITERACY SKILLS IN WORKING WITH CLIENTS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information to assist clients.

Required Reading To be advised

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB405A MANAGE OWN WORK DEVELOPMENT AND LEARNING

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Practitioners are responsible for managing their own performance and taking responsibility for their own professional development within the context of the organisation.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB406A ORGANISE AND CO-ORDINATE WORK

ACTIVITIES

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Achievement of planned outcomes requires practitioners to contribute to the planning, organising and co-ordination or work activities in specific workplace contexts.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB407A USE NETWORKED SERVICES EFFECTIVELY TO PROVIDE ACCESS TO INFORMATION

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content By developing their awareness of, and effectively using a range of networked services practitioners enhance their responses to client requests for information.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB411A PROVIDE PROMOTION AND PROGRAMS AND ACTIVITIES FOR CLIENTS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Planning and administering programs and activities for various programs for diverse client groups requires innovation, organisation, evaluation and a pro-active focus on client outcomes.

Required Reading To be advised

Nominal Hours 30 Hours

Assessment As per accredited curriculum

CULLB501A CONTRIBUTE TO THE ORGANISATION AND CO-ORDINATION OF THE WORK OF OTHERS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Practitioners contribute to the planning, organising and co-ordination of the work and welfare of other team members or junior staff to achieve planned outcomes.

Required Reading To be advised

Nominal Hours 60 Hours

Assessment As per accredited curriculum

CULLB502A DELIVER INFORMATION LITERACY PROGRAMS FOR CLIENTS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Practitioners play a prominent role in supporting the information literacy development of their clients. Learning, through instruction to staff, individual clients or groups, is enhanced where there is a clear focus on client learning needs and outcomes.

Required Reading To be advised

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CULLB503A ORGANISE INFORMATION FOR CLIENT ACCESS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content The organisation of information to suit client needs requires practitioners to develop and maintain simple databases to enable clients to access and retrieve information.

Required Reading To be advised

Nominal Hours 100 Hours

Assessment As per accredited curriculum

CULLB504A PROVIDE CLIENTS WITH ACCESS TO REQUIRED INFORMATION

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Providing clients with access to required information requires practitioners to accurately analyse and assess and respond to a variety of client needs.

Required Reading To be advised

Nominal Hours 80 Hours

Assessment As per accredited curriculum

CULLB505A ANALYSE AND DESCRIBE MATERIAL

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Practitioners analyse and describe material by indexing and abstracting the content and format of materials accurately and consistently to ensure the retrieval of information by clients.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB506A CATALOGUE AND CLASSIFY MATERIAL

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Cataloguing and classifying material to facilitate client access to material/ information, requires practitioners to understand bibliographic organisation and to use interpretation, judgement and the ability to deviate from precedent where necessary.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB507A CONTRIBUTE TO COLLECTION DEVELOPMENT

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Library practitioners contribute to collection development by reviewing materials required for the information provider's collection and recommending or acting on acquisition decisions.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB508A DEVELOP AND IMPROVE SYSTEMS AND PROCESSES TO INCREASE ACCESS TO INFORMATION

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content The development and improvement of the service provider's systems and processes requires practitioners to monitor new technological developments and evaluate them in the light of the organisation's policies and to develop strategies to improve existing services or introduce new services.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB509A CO-ORDINATE SELECTION AND ACQUISITION OF INFORMATION

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Co-ordination of selection for a small collection, or of a limited part of a large collection, requires practitioners to contribute to the organisation's selection and acquisition policies and to make recommendations for acquisition and selection.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB510A ESTABLISH AND MAINTAIN CONSULTATION WITH, AND PROMOTION TO, CLIENT GROUPS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Establishing and maintaining of consultation with client groups requires practitioners to plan, implement and evaluate strategies which maintain quality client outcomes.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB511A LEAD A TEAM

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Leading and participating in, facilitating and empowering work teams within the context of the organisation requires practitioners to play a prominent part in motivating, mentoring, coaching and developing team members and in achieving team cohesion.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB512A MAINTAIN AND MODIFY

TECHNOLOGICAL APPLICATIONS IN THE LIBRARY

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Practitioners maintain, monitor and evaluate equipment and software to meet the needs of clients and staff of the organisation.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB513A MANAGE MAINTENANCE OF PHYSICAL RESOURCES AND ENVIRONMENT

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content Maintenance of physical resources and the work environment requires practitioners to evaluate requirements, develop schedules and take appropriate action, including making recommendations for replacement, to ensure equipment and facilities are operational at all times.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULLB514A PROVIDE ASSISTANCE FOR RESEARCH AND PROJECTS

Campus Footscray Nicholson.

Prerequisite(s) To be advised

Content When assistance is provided for research and projects to internal and external clients, practitioners are actively engaged in confirming research objectives and outcomes with clients, collecting and evaluating relevant information, presenting findings and participating in evaluation.

Required Reading To be advised

Nominal Hours 50 Hours

Assessment As per accredited curriculum

CULMS413A USE INFORMATION TECHNOLOGY

Campus Footscray Nicholson

Prerequisite(s) To be advised

Content Provide basic wordprocessing and spreadsheet training to suit the Library Information services area.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

CULMS501A APPLY BASIC PRESERVATION TECHNIQUES

Campus Footscray Nicholson

Prerequisite(s) To be advised

Content Provide practitioner with the basic techniques required for preservation of library documentation.

Required Reading To be advised

Nominal Hours 60 Hours

Assessment As per accredited curriculum

EA000 BASIC STATISTICS

Campus Sunshine.
Prerequisite(s) EA002 Engineering Maths A.
Content Averages, variables, relationships, statistic, sample, parameter; Precise description, prediction, statistical inference, confidence limit; Nominal scales, ordinal scales, interval scales ratio scales; Discrete and Continuous Variables Frequency Distributions; Univariate distribution, Cumulative distributions, Skewed distribution, bivariate distribution; Measures of Central Tendency; Mean, The Median; Measures of Variability; The Standard Deviation; Other measures; Elementary Probability; Independent events; Conditional Probability; Permutations; Combinations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

EA001 CALCULUS

Campus To be advised
Prerequisite(s) EA002 Engineering maths A.
Content Differential and Integral calculus, curve sketching, algebraic, exponential logarithmic and trigonometric functions; Applications to practical situations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

EA002 ENGINEERING MATHS A

Campus To be advised
Prerequisite(s) To be advised
Content Rational and irrational numbers, surds; Engineering notation; Units of measurement; Errors and estimations; Algebraic expressions; Geometry; Graphs of linear functions; Laws of indices; Pythagoras; Circles; Areas.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

EA003 ENGINEERING MATHS B

Campus To be advised
Prerequisite(s) To be advised
Content Matrix algebra; Linear equations in 2 unknowns; Row operations to solve up to 3 linear equations in 3 unknowns; Graph quadratic functions; Solve quadratic equations; Graph exponential and logarithmic equations; Graph trigonometric functions; Solve trigonometric equations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

EA010 MATERIAL SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content This module will enable students to recognise the different materials used in engineering; the classification of materials, the properties of materials, and the factors that influence these properties. Participants will be made aware of common testing methods used to determine engineering properties of materials.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA011 SCIENCE

Campus To be advised
Prerequisite(s) To be advised

Content To enable students to investigate and report on engineering problems associated with the various aspects of motion, work, energy, power, heat and temperature, and electromagnetic waves.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA031 WRITING IN PLAIN ENGLISH

Campus To be advised
Prerequisite(s) To be advised
Content To develop the ability to apply principles of plain English to one's own writing and the writing of others within organisations and to advocate its use.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA032 WRITING TECHNICAL DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Preparation of an outline of a document relevant to a specified industry. Writing a technical document. Technical Writing skills.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA034 COMMUNICATION STUDIES

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) To be advised
Content To provide training in effective communications skills in organising and conducting structured meetings, in recording the outcomes of those meetings in the workplace, in writing and presenting an investigative document and for formal interviews.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Practical.

EA040 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe legal frameworks and strategies that act to safeguard workplace health and safety, and to conduct workplace hazard audits. The course will introduce the student to the legislative requirements on employer and employee and to the preventative nature of workplace health and safety.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA045 QUALITY CONCEPTS

Campus Sunshine.
Prerequisite(s) To be advised
Content To introduce the student to the basic concepts of quality management and quality improvement, and the links with productivity, economic advantage and standard of living.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EA050 ENGINEERING COMPUTING

Campus Sunshine.
Prerequisite(s) To be advised

Content To enable students to apply computers in industry involving the operation of computer systems, the identification of the hardware, software and skills needed for each of these, and to assist in the management of a simple networked system of computers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA059 STATISTICS

Campus To be advised
Prerequisite(s) EA002 Engineering maths A.
Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EA060 ENGINEERING DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe essential features of a design philosophy specification and economic design principles and procedures for simple design problems applicable to the fields of mechanical, electrical and civil engineering and calculate design loads.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA061 ENGINEERING GRAPHICS

Campus To be advised
Prerequisite(s) To be advised
Content Equipment and media used to produce drawings (manual and computer aided drafting); The use and maintenance of manual drafting equipment; Orthographic projection; Third angle projection; Line drawing and printing skills; Drawing layout an engineering drawing; Sections and isometric drawings of simple engineering components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA062 COMPUTERS AND THEIR APPLICATION TO CAD

Campus To be advised
Prerequisite(s) To be advised
Content Use of computers in industry, introduction to computers, introduction to operating systems, peripheral devices, use of computers, applications packages used in industry. Includes the use of a CAD package to produce a simple CAD drawing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA063 TECHNICAL DRAWING INTERPRETATION

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to interpret technical drawings, apply geometric construction and the detailing of components to technical drawings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA064 COMPUTER AIDED DRAFTING A

Campus To be advised

Prerequisite(s) EA061 Engineering Graphics.
Content Operation of CAD software; Construction of basic shapes; Production of basic drawings to the relevant standards (AS1100); Save and transfer of drawing files and modification of existing CAD drawings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA065 COMPUTER AIDED DRAFTING B

Campus To be advised
Prerequisite(s) EA064 Computer Aided Drafting A.
Content To enable students to use Computer Aided Drafting (CAD) for the production of prototype and complex drawings at an advanced level.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA066 COMPUTER AIDED DRAFTING C

Campus To be advised
Prerequisite(s) EA065 Computer aided drafting B.
Content Principles of menu structures, customization techniques, configuring software, information on CAD consumable.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA067 COMPUTER AIDED DRAFTING D

Campus To be advised
Prerequisite(s) EA065 Computer aided drafting B.
Content Design applications using other commercial programs, additional to the CAD program for editing, design drafting, and file manipulation. Manipulation of shapes 3 dimensional.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA068 COMPUTER AIDED DRAFTING 3D

Campus To be advised
Prerequisite(s) NM06 Computer aided drafting A.
Content Using the latest release of AutoCAD to draw, modify, view, save and plot objects/components in 3D views.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA070 ENGINEERING ORGANISATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Features and structures of the engineering industry; Types of engineering occupations; Qualifications and training requirements for education, training and retraining; Technological organisational and social change; Management styles, economic climate, legal environment, technological; Methods of engineering; Industrial, administrative/management practices and processes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA071 PLANNING ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) EA040 Occupational Health and Safety.

Content To enable students to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, cost estimates and the reporting of actual versus estimated project costs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA080 ENGINEERING MEASUREMENT

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the measuring concepts and the application of scales, rules, micrometer, venires and the measuring instruments used in the areas of velocity, acceleration, force, fluids and electricity in engineering situations and to use these techniques on given work pieces.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA090 FAULT-FINDING AND DIAGNOSTIC SKILLS

Campus Sunshine.
Prerequisite(s) To be advised
Content To enable students to perform systematic fault isolation through the application of diagnostic techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA100 ANALOGUE ELECTRONICS 1

Campus Sunshine.
Prerequisite(s) Amplifiers 1 (NMEC Code To be advised)
Content To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA129 NETWORK CABLES AND CONNECTORS

Campus Sunshine.
Prerequisite(s) NE17 Digital Subsystems 2.
Content To equip the student with the necessary skills to identify, terminate and install common network cables and connectors to prescribed cable rules.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Practical.

EA186 COMPUTER ELECTRONIC DRAFTING

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) NE160 Electrical Principles 1, Electronic Hand-Soldering Technology.
Content To enable students to gain in computer-aided drafting (CAD) skills in the areas of printed circuit board (PCB) layout and electronic circuit schematics.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Written tests, problem solving, assignments, practical.

EA187 INTRODUCTION TO C

Campus Sunshine.
Prerequisite(s) EA183 Microprocessor Fundamentals 1.

Content To enable students to gain introductory program design, "C" programming and program testing skills used to control devices interfaced to a PC.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving/assignments.

EA196 SINGLE USER OPERATING SYSTEMS

Campus To be advised
Prerequisite(s) Nil
Content Functions and characteristics of operating systems; Single-User Operating System; Disk and File Organisation; Data and System Security.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA501 PRODUCTION PLANNING AND CONTROL – MAIN FUNCTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Objectives of manufacturing, production planning and control; Terminology, QCD, quality, cost; Control feedback loop. Organizational structure and functions. Lean manufacturing. Decision making process.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA506 GAUGE DESIGN CONCEPTS

Campus To be advised
Prerequisite(s) EA061 Engineering graphics.
Content Limits and fits; Tolerances; Selective fits; Plain limit gauging; Special requirements for: working snap gauges, bore working gauges, thread calliper, adjustable thread ring gauges, tolerances for commercial master setting gauges. Indicating gauges.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA517 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Recognition of computerized techniques used to design and analyze the product, product working drawings for tooling, tool cavities and cores. Use of CAD/CAM software packages.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA518 CAD TOOL DESIGN PROJECT

Campus To be advised
Prerequisite(s) EA517 Computer applications to plastics tool design.
Content CAD system operation and application to a tooling design solution for a product. Design modelling analysis techniques using part creation, mass property analysis.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA601 MAINTENANCE PROCESSES

Campus To be advised

Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to plan and schedule all maintenance work, using computer project management software.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA602 MAINTENANCE SYSTEMS

Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable student to select, implement, monitor and evaluate the appropriate Maintenance Systems to suit a range of industrial applications.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA603 PREVENTATIVE MAINTENANCE

Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to describe various maintenance systems currently used in industry, to carry out an audit of plant, machinery and equipment, and to plan, implement and review a Preventative Maintenance Program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA604 SUPERVISION OF MATERIALS HANDLING SYSTEM

Campus Sunshine.
Prerequisite(s) NBB02 Occupational Health and Safety, NBB03 or equivalent.
Content This module enables students to identify, assess and control risks from lifting in the workplace; Select suitable lifting techniques and systems (both manual and crane in accordance with relevant legal requirements); Supervise those persons who carry out the lifting operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA606 LIQUID PENETRANT

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the principle and processes of liquid penetrant and magnetic particle testing, and apply these techniques to defective components. This module fulfills the requirements for level 1 certification for both liquid penetrant testing and magnetic particle testing in accordance with AS 3898 – 1992, "Non-destructive Testing – Qualification and Certification for Personnel – general Engineering."
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EA607 MAGNETIC PARTICLE

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the principles, procedures and applications of magnetic particle testing, prepare and set up for inspection, test and interpret results.
Required Reading To be advised
Nominal Hours 60 Hours

Assessment As per accredited curriculum

EA608 NON-DESTRUCTIVE TESTING METHODS

Campus Newport
Prerequisite(s) Nil
Content To enable students to describe the principles and application of several of the specialised non-destructive testing N.D.T methods **that may be used to detect discontuties in products that are Welded and Fabricated.**Required Reading **Magnetic acoustics emission, eddy current strain gauge, thermo graphic testing. Heat resistance, x-rays, hydro-static** testingNominal Hours **60 Hours**
Assessment As per accredited curriculum

EA609 PENETRANT TESTING

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the principles, processes and various media used for different applications, apply the various penetrant test techniques and interpret the test results.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

EA700 COMPUTER AIDED MANUFACTURING SYSTEMS (CAM)

Campus To be advised
Prerequisite(s) To be advised
Content CAMS, geometry database, cutter path and NC file, transfer of CAM generated files, production of a component on the NC machine.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA701 ENGINEERING DRAWING (DETAIL)

Campus To be advised
Prerequisite(s) EA061 Engineering graphics.
Content To enable students to produce detail drawings of engineering components complete with surface texture details and dimensions
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA703 ENGINEERING DRAWING (STRUCTURAL)

Campus To be advised
Prerequisite(s) EA701 Engineering (drawing detail).
Content Structural steel sections, physical dimensions, standard hole sizes, structural and high strength bolts, welding symbols and terminology for various elements of fillet and butt welds, shaft and housing tolerances, abutment and fillet dimensions, key and keyway sizes, draw bedplates for various motor/pump/gearbox arrangements, drawing of machine component and copy suing a dye line printing process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA705 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS

Campus To be advised
Prerequisite(s) EA061 Engineering graphics, EA050 Engineering computing.

Content Applications software for use in design, manufacturing, marketing, simulation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA706 FLUID MECHANICS 1

Campus To be advised
Prerequisite(s) EA002 Engineering maths A or EA008.
Content Basic properties of fluids, components, fluid statics, fluid flow, fluid power, forces developed by flowing fluids.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA708 INDUSTRIAL FLUID POWER 1

Campus To be advised
Prerequisite(s) **To be advised**
Content This module enables students to describe and carry out calculations and design associated with single linear actuator fluid power circuits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA709 INDUSTRIAL FLUID POWER 2

Campus To be advised
Prerequisite(s) To be advised
Content This module enables students to carry out calculations and complete system design associated with multi-actuator fluid power circuits.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA710 DIMENSIONAL METROLOGY – BASIC

Campus To be advised
Prerequisite(s) EA002 Engineering maths A, EA775 Introduction to metrology.
Content Metrology, Aust. Standards, length and angular standards, direct and indirect reading instruments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA715 MECHATRONICS 1 – PROCESS MODEL

Campus To be advised
Prerequisite(s) **To be advised**
Content This module is used to provide feedback on a students mechanical design skills by allowing the opportunity to test the constructability and operability of their designs. It also provides the opportunity for construction of a system to meet a given quality standard which may be used for any of the Mechatronics modules.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA716 MECHATRONICS 2 – PLC AUTOMATION

Campus To be advised
Prerequisite(s) **To be advised**
Content This module takes the process model completed in EA715 and interfaces it with a standard industrial programmable controller including al wiring and programming to achieve automation. It also

encompasses the commissioning and troubleshooting requirements for the understanding of a complete operating system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA740 WORKSHOP PRACTICE

Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the operation of fabrication and welding equipment, the associated safety hazards, and weld using welding processes involving oxygen/acetylene, manual metal arc and gas metal arc welding equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA741 WORKSHOP PROCESSES (MACHINE SHOP)

Campus To be advised
Prerequisite(s) To be advised
Content The entry lathe, the milling machine, the grinding machine; a hands-on approach.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA760 LUBRICATION

Campus Sunshine.
Prerequisite(s) **Nil**
Content This module enables students to develop the knowledge and skills required to classify and select common and special lubricants as used in industry, and to diagnose problems in lubricating systems.
Required Reading To be advised

Nominal Hours
Assessment As per accredited curriculum

EA772 INTRODUCTORY DYNAMICS

Campus To be advised
Prerequisite(s) EA002 Engineering maths A or EA003 Engineering maths B, EA859 Statics.
Content Linear motion, circular motion, work, energy and power, simple machines, dynamics of linear motion, dynamics of circular motion, momentum.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA773 DIMENSIONAL METROLOGY – MEASURING AND TESTING

Campus To be advised
Prerequisite(s) EA710 Dimensional metrology - basic.
Content Measuring instruments, calibration, straightens, flatness, roundness, squareness. Tapers, surface texture, limit gauging.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA775 INTRODUCTION TO METROLOGY

Campus To be advised
Prerequisite(s) EA000 Basic statistics, EA080 Engineering measurement.

Content SI systems, international agencies and treaty, Australia's national measurement system, tractability, measurement for quality, accuracy, precision, uncertainties, tolerance. Documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA780 DESIGN FOR MANUFACTURE

Campus To be advised
Prerequisite(s) EA701 Engineering (drawing detail).
Content Datums feature, functional/non-functional dimensions, detail drawings of machine components, dimensions from datums, functional surfaces on assembly drawings, dimensions between functional surfaces, dimensional chain, loop of dimension, machine drawings of devices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA790 MANUFACTURING PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Casting, forging, extrusion, pressworking, powder metallurgy, automatic lathes, economics of applications, grinders; CNC machines; Metal cutting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA804 INTRODUCTORY STRENGTH OF MATERIALS

Campus To be advised
Prerequisite(s) **To be advised**

Content To enable student to define terms concerned with the mechanical properties of materials as they relate to problems of strength and stability in structures and mechanical components, and to determine values for these terms, using appropriate formulae and diagrams.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA817 RADIOGRAPHIC INTERPRETATION

Campus To be advised
Prerequisite(s) To be advised
Content To provide the theoretical knowledge and practical experience necessary to carry out simple interpretation of sample films.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA818 WELD INSPECTION PRACTICES

Campus To be advised
Prerequisite(s) NF16, NF75, NF76.
Content To enable the student to perform the duties of a certified inspector for welded fabrications, in accordance with the relevant Australian standards.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EA821 WELD PROCESSES

Campus To be advised
Prerequisite(s) NBB09.

Content To enable the student to describe the basic principles of arc welding and the selection of welding processes for specific purposes, and to select an appropriate wielding process, including mechanised, automated and robotic welding.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA822 BOILERS AND PRESSURE VESSEL CODES

Campus To be advised
Prerequisite(s) NF75, NF76.
Content To enable student to interpret rules set out in the Australian Standards for the construction, repair and installation of welded boilers and pressure vessels.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA823 WELDING TECHNOLOGY 1

Campus To be advised
Prerequisite(s) NF16, NBB10.
Content To enable students to describe the range of welding processes and considerations, to appropriate national and internationals codes and specification, applicable to welding technology involved in the production of welded fabrication, and to adjust and operate arc welding systems, to check preparations of materials prior to assembly and to check weldments for compliance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA853 FABRICATION – STRUCTURAL STEEL

Campus To be advised
Prerequisite(s) NBB09, NBB10.
Content To enable student to describe material and processes used in Structural Steel Fabrication, with emphasis on quality, safety and economical procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA859 STATICS

Campus To be advised
Prerequisite(s) **To be advised**
Content Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EA927 ELECTRONIC SWITCHING

Campus Sunshine.
Prerequisite(s) To be advised
Content An introduction to the operating modes of BJT, FET and MOSFET devices; Relay characteristics; The relationships of operating modes to industrial control circuits and modules; Voltage level shifting circuits and their applications; The 4-20mA current loop; Specialty interfacing IC'S
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB022 DEVELOPING INSTRUCTIONAL MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to provide the participant with the necessary knowledge, skills, attitudes and attributes needed to design, develop, implement and evaluate instructional materials to support training in the workplace.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB030 ADVANCED QUALITY CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content Quality and reliability; The effect on productivity, competiveness and standard of living; Customer satisfaction; Principles of Total Quality Management; Case studies; the application of TQM to a simple industrial situation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB031 QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the principles and techniques of Quality Management applicable to manufacturing situations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB040 QUALITY CONTROL AND COMPUTING

Campus To be advised
Prerequisite(s) EA050 Engineering computing.
Content Computerized manual development, quality manuals, procedure manuals, computer systems, process control data, statistical inputting, control data analysis, compute control.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB041 QUALITY MANUAL DEVELOPMENT WRITING

Campus To be advised
Prerequisite(s) EA040 Occupational Health and Safety.
Content Quality manual planning, development, writing. Interoperation of AS3902.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB050 ENGINEERING PROJECTS

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to proceed form a client's brief to the preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and the oral presentation of technical information.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EB059 INTRODUCTION TO MARKETING

Campus To be advised

Prerequisite(s) **To be advised**
Content The marketing concept and process, the marketplace, product planning and development, pricing, distribution, promotion.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB060 MANAGING CAD SYSTEMS

Campus To be advised
Prerequisite(s) EA066 Computer aided drafting C.
Content Computer hardware components, peripheral devices, software compatibility, configure CAD systems; Application and integration of LAN; Consumables for CAD systems, CAD office management procedures and requirements, set system variables and assign layers to utilize the capabilities of a CAD system to an industrial application.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB078 IMPROVING WORKPLACE PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content The new workplace culture, skills development, flexible work practices, measuring and rewarding performances.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

EB100 ANALOGUE ELECTRONICS 3

Campus To be advised
Prerequisite(s) EA100 Analogue Electronics 1.
Content Differential and instrumentation amplifiers; Single Supply operation comparators; Approximations to non-linear transfer curves; Function generators; Precision rectifiers; Active Filters.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB122 COMPUTER GRAPHICS

Campus To be advised
Prerequisite(s) NM06 Computer aided drafting A.
Content Graphics hardware, software, principles. Programming tools, computer animation. Graphics applications design.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB124 COMPUTER SYSTEMS ARCHITECTURE

Campus To be advised
Prerequisite(s) NE17 Digital Subsystems 2, NE18 Microprocessor Fundamentals.
Content Historical milestones in computer architecture; Review Von Neumann architecture and non Von Neumann architectures; Review fetch decode execute cycle; Bus Architectures; System Support; CPU Architecture; Operating System Considerations; CACHE RISC Machine RISC versus CISC; Instruction set, register sets, etc.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB128 MULTI-USER OPERATING SYSTEMS

Campus To be advised
Prerequisite(s) Nil

Content Process (process control block, process table, concurrent and parallel execution) System Organisation; File Systems; Control of Processes; Command Shell Programming.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB129 NETWORK ADMINISTRATION

Campus To be advised
Prerequisite(s) EA120 Computer Networks.
Content Network Installation (LAN Server installation, system configuration, documenting the network); Establishing Network Users; Establishing Print Servers; Loading Applications Software; Network Maintenance and Trouble shooting
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB304 INTERNETWORKING OPERATIONS

Campus To be advised
Prerequisite(s) EB305 Internetworking Fundamentals, EB308 Network Layer Fundamentals, EA307 Media Access Fundamentals.
Content User interface; Interconnectivity issues of dissimilar networks; Descriptions of Internetworking; Repeater terms; Bridges; Routers; Gateway.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB504 MATERIAL HANDLING SYSTEM DESIGNS 1

Campus To be advised
Prerequisite(s) To be advised
Content To enable student to state the concepts, equipment types and purpose associated with materials handling equipment, and, when designing the handling system, the selection and integration of the equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB507 PRODUCTION PLANNING AND CONTROL – CHARTING TECHNIQUES

Campus To be advised
Prerequisite(s) EA501 Production planning and control – main functions.
Content Production control and charting, machine loading. Gantt charts. Production programming. Network analysis. CPM. PERT. Production process matrix. Cost benefits.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB508 PRODUCTION PLANNING AND CONTROL – ESTIMATING AND PLANNING TECHNIQUES

Campus To be advised
Prerequisite(s) EB507 Production planning and control – charting techniques.
Content Manufacturing Resource Planning. Master production scheduling. Materials planning. Capacity planning. Just in Time. Total quality control. Set up time. Scheduling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB509 PRODUCTION PLANNING AND CONTROL – FORECASTING

Campus To be advised
Prerequisite(s) EB508 Production planning and control – estimating and planning techniques.
Content Forecasting in sales and production planning. Data sources. Computer applications to forecasting. Estimating, budget control. Capacity management and analysis. Resource planning. Computer modelling and simulation. Quality assurance, planning, monitoring techniques. Use of electronic media services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB520 STATISTICAL QUALITY CONTROL 1

Campus To be advised
Prerequisite(s) EA000 Basic statistics.
Content Manufacturing process and its control, data collection and presentation, process modelling, process capability, control charts, use of computer software.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB521 STATISTICAL QUALITY CONTROL 2

Campus To be advised
Prerequisite(s) EA000 Basic statistics.
Content Sampling plans, probability distributions, use of AS 1199 and AS 1399. Attribute sampling plans.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB650 MATERIAL FOR ENGINEERING

Campus To be advised
Prerequisite(s) EA010 Material Science.
Content To enable students to identify and describe the structure, properties and specification of metals and non-metals, to specify materials and heat treatment processes for engineering applications and to describe common failures of engineering materials.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB676 METAL JOINING PROCESSES

Campus To be advised
Prerequisite(s) NBB09.
Content To enable student to describe weld, brazing and soldering processes used in industry, the knowledge of which is required in selection and quality control procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB701 ADVANCED MACHINE DESIGN

Campus To be advised
Prerequisite(s) EB771 Advanced dynamics, EA001 Calculus, EB703 Machine design, EA780 Design for manufacture.
Content Stress, Design factors, Circular and Non-circular shaft systems, theory of parts, Theory of brakes and clutches, theory of gear drives, Fatigue failure analysis, Couplers. Shook, Fatigue and Stress raiser analysis.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

EB702 DYNAMICS OF INDUSTRIAL MACHINES

Campus To be advised
Prerequisite(s) EA001 Calculus, EB771 Advanced dynamics.
Content Simple harmonic motion, free vibration, forced vibration, damped vibration, balancing and static balance measurement, vibration measurement, static balance apparatus, vector analysis of velocity and acceleration of mechanisms, simple and command gears, epicyclical gears.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB703 MACHINE DESIGN

Campus To be advised
Prerequisite(s) EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
Content Drive shaft materials, tensile, shear and bending straight, fatigue stress raisers and endurance, rigid couplings, flexible couplings, gear drives, electric motors, reducers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB704 MECHANICAL DESIGN

Campus To be advised
Prerequisite(s) EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
Content Levers, keys and springs, couplings, journal bearings, rolling contact bearings, bolted and welded connections, helical springs, translation screws.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB705 PROJECT MECHANICAL DEDUCING SYNTHESIS

Campus To be advised
Prerequisite(s) EB703 Machine design or EB704 Mechanical design, EA703 Engineering drawing (structural).
Content Tender documents and contracting, engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, general arrangement drawing component design, detailed drawings, final report, oral presentation to peers.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EB709 MECHATRONICS 4 – ANALOG AUTOMATION

Campus To be advised
Prerequisite(s) **To be advised**
Content This module takes the process model completed in EA715, connects and conditions the sensors and actuators and then automates it. The module adds at least 2 analog inputs and 1 analog output and using a PC interface or PLC and carry out an arithmetic calculation which conditions the output dependent upon the input/s.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

EB711 THERMODYNAMICS 2

Campus To be advised
Prerequisite(s) To be advised
Content Heat transfer methods, mechanisms of combustion, fuel, characteristics, steam properties and energy transfer, principles of refrigeration and heat pump systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB712 PLANT LAYOUT

Campus To be advised
Prerequisite(s) EA790 Manufacturing processes, EA741 Workshop processes (machine shop), EA740 Workshop practice.
Content This module aims to provide the student with the basic skills necessary to design a plant layout taking into account the economic use of the associated materials handling and storage procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB722 COMPUTER BASED MODELLING DESIGN AND DRAFTING

Campus To be advised
Prerequisite(s) EB123.
Content Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB723 FLUID POWER (SYSTEM DESIGN CONCEPTS)

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to allow the students to produce a feasibility study for a fluid power system using a combination of hydraulic; pneumatic and PLC/electric/electronic areas of study.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB724 FLUID POWER (COMPONENT SELECTION AND SIZING FOR DESIGN)

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to select correct components for design, involving sizing and correct design specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB725 FLUID POWER (COMPONENT TESTING & SYSTEM ANALYSIS)

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to develop a theory of analysis of trouble shooting and apply the theory to practical component testing and system problem solving.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB770 ROBOTICS 2

Campus To be advised
Prerequisite(s) NM14 Robotics.
Content Select robots to meet industry requirements, interphase robots to peripherals, fault diagnosis, maintenance, machine interfacing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB771 ADVANCED DYNAMICS

Campus To be advised
Prerequisite(s) EA772 Introductory dynamics.
Content Friction, Centrifugal Force, Balancing, Mechanical Vibrations, Impulses, Momentum and Impact, Systems of Bodies in Motion.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB785 DIMENSIONAL METROLOGY – ADVANCED TECHNIQUES

Campus To be advised
Prerequisite(s) EA710 Dimensional metrology - basic, EA773 Dimensional metrology – measuring and testing.
Content Calculations, thermal influences, gauge blocks, angle measurement, indirect measurement, optical projectors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB786 DIMENSIONAL METROLOGY – COMPLEX FORMS

Campus To be advised
Prerequisite(s) EA775 Introduction to metrology, EA710 Dimensional metrology - basic, EA773 Dimensional metrology – measuring and testing.
Content Measurement of screw threads, spur gears, cam profiles.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB833 ADVANCED JOINING TECHNIQUES

Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.
Content To enable student to describe process and requirements for welded joint design, to select suitable structural steels and alloys for welded connections.
Required Reading To be advised
Nominal Hours 40 hours
Assessment As per accredited curriculum

EB834 WELDED JOINT DESIGN

Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.
Content To enable students to describe processes and requirements for welded joint design, to select suitable structural steels and alloys for welded connections and to be able to perform routine calculations in the design of welded joints.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB836 WELDING TECHNOLOGY 2

Campus To be advised
Prerequisite(s) To be advised
Content This module aims to build on the knowledge and skills gained in Welding Technology 1 and to further the knowledge and understating of the welding techniques and processes associated with the application of welding technology for the production of welded fabrications and productions using a wide range of welding processes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB840 ADVANCED STRENGTH OF MATERIALS

Campus To be advised
Prerequisite(s) EA804 Introductory strength of materials.
Content Stress and Strain, Strain Energy, Beading and Shear in Beams, Combined Stresses, Buckling of Columns, Beam Deflection, Combined axial and Bending Stresses. Johnson or Euler formulae, Deflections, Impact loading.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB855 STRUCTURAL STEEL DESIGN 1

Campus To be advised
Prerequisite(s) **To be advised**
Content AS4100 limit State Design, tension members, frames, welded plate girders, members in bending and tension, purlins and grits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ED009 INSTALLATION AND COMMISSIONING

Campus To be advised
Prerequisite(s) **To be advised**
Content The design construction process, construction documentation, legal records, construction safety, tenders and supply evaluation, maintenance systems, planning, plant installation, plant commissioning, Mechanical Services specifications and contract documents.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ED012 APPLIED MECHANICS 3A

Campus To be advised
Prerequisite(s) EB703 Machine design, EB704 Mechanical design, EB771 Advanced dynamics, EB855 Structural steel design 1.
Content Beam/Column theory, arterial section, linear and rotational inertia, power transmission, variable speed drives, design techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED013 APPLIED MECHANICS 3B

Campus To be advised
Prerequisite(s) ED012 Applied mechanics 3A.
Content Machine frames, machines and mechanism, balancing of reciprocating masses, rotational speed control and variation, pressure vessels, strain gauges.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED014 CADD SYSTEMS ENGINEERING

Campus To be advised
Prerequisite(s) ED067 or ED041.
Content CADD sofware and hardware considerations, operating systems, CADD software installation, CADD system management, symbol orbiters, command menu, tablet and keyboard customizing parameterized details, CADD system high level language prophecies and graphics, conversion of graphics files to text and modifications for interfacing with other software packages or high level language routines.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED016 INTERCHANGEABLE MANUFACTURING TECHNOLOGY

Campus To be advised
Prerequisite(s) EA775 Introduction to metrology, EA710 Dimensional metrology - basic, EA701 Engineering (drawing detail).
Content Interchangeability, dimensioning of lengths and diameters, selected fits, measurement/checking of lengths and diameters, geometry tolerance, screw thread, surface texture, adaptive control, importation – jig/fixture design.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ED043 TOTAL QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) **To be advised**
Content TQM terminology and concepts, organisational requirements, Australian and International Standards, team management, group problem solving techniques, implementing TQM.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED046 RESEARCH PROJECT A

Campus To be advised
Prerequisite(s) To be advised
Content This module is a research-based activity where scope for selection of an appropriate topic is available. The module is compulsory.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ED049 ADVANCED ENGINEERING MATHS A

Campus To be advised
Prerequisite(s) EA002 Engineering maths A, EA003 Engineering maths B.
Content Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED050 ADVANCED ENGINEERING MATHS B

Campus To be advised
Prerequisite(s) EA002 Engineering maths A, EA003 Engineering maths B.

Content Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ED054 COMPUTER APPLICATIONS

Campus To be advised
Prerequisite(s) EA050 Engineering computing.
Content Spreadsheets and graphics, database software packages.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ENT201A PROMOTE ENTERPRISE PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) Nil
Content Routine administrative tasks and general enquiries.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ENT202A FOLLOW OH&S POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Procedures for hazard identification; Risk control; Management of OH&S.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ENT301A MEET CLIENT NEEDS – INFORMATION AND ADVICE

Campus To be advised
Prerequisite(s) Nil
Content Clarify specific needs of client; Provide information and advice; Follow up client needs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ENT302A PROCESS CLIENT COMPLAINTS

Campus To be advised
Prerequisite(s) Nil
Content Clarify the nature of the complaint; Identify options for complaint resolution; Act to resolve complaint.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ENT401A PROVIDE ADVICE TO MEET CLIENT REQUIREMENTS

Campus To be advised
Prerequisite(s) Nil

Content Current client requirements; Information on current service provision and resource allocation within area of responsibility; Trends in client requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ENT501A RESPOND TO CHANGING ENTERPRISE ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Changes to the internal and external environment that impact on the role of the administration department; Change strategies and their effectiveness; Options for future strategies; Match future requirements with resource allocation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ENT502A APPLY AND MONITOR ENTERPRISE OHS

Campus To be advised
Prerequisite(s) Nil
Content Enterprise OH&S policies, procedures and programs; Management of OH&S; Hazards; Controlling risks; Dealing with hazardous events; OH&S training and records. (This unit of competency is equivalent to Worksafe Australia Generic Competency B)
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

EPC071 EQUIPMENT MAINTENANCE

Campus To be advised
Prerequisite(s) To be advised
Content Identify the components of machines which require routine cleaning and describe the most effective methods which can be used to clean specific machines and components. Identify machines which require regular filter maintenance and perform a filter service. Dismantle assess or repair, reassemble and test a mechanical component from a production machine.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EPC173 FUNCTIONAL MATHEMATICS

Campus Footscray Nicholson, Sunshine.
Prerequisite(s) To be advised
Content The purpose of this module is to develop the knowledge and skills to perform workplace mathematical calculations.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

EPTM04 ELECTRICAL ENGINEERING DRAWING

Campus Sunshine.
Prerequisite(s)
Content A foundation study in drafting including orthographic projection, pictorial drawing, sketching, sectioning, scaling, symbols and electrical diagrams.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

FIN201A PREPARE AND PROCESS FINANCIAL DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Petty cash; Credits and debits; Banking.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN301A MAINTAIN DAILY FINANCIAL RECORDS - ACCOUNTING

Campus To be advised
Prerequisite(s) Nil
Content Cash and credit transactions; Bank reconciliations; Creditors and debtors systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN302A MONITOR CASH CONTROL – ACCOUNTING PURPOSES

Campus To be advised
Prerequisite(s) Nil
Content Payments and takings; Invoices to debtors; Payments to creditor; Outstanding accounts.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN303A MONITOR STOCK LEVELS

Campus To be advised
Prerequisite(s) Nil
Content Stock levels and stock control records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN304A PROCESS PAYROLL

Campus To be advised
Prerequisite(s) Nil
Content Process Payroll.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN305A MAINTAIN FINANCIAL RECORDS FOR REPORTING

Campus To be advised
Prerequisite(s) Nil
Content General journal – data and maintenance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN401A PRODUCE REPORTS – CASH FLOW AND

BUDGET PURPOSES

Campus To be advised
Prerequisite(s) Nil
Content Costing procedures; Financial reports for cash flow forecasts and budget reports.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN501A MANAGE PAYROLL RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Payroll data; Payment of salaries; PAYE salary records.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN502A MONITOR AND CONTROL DISBURSEMENTS IN BUDGET

Campus To be advised
Prerequisite(s) Nil
Content Disburse funds; Financial control systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FIN503A MANAGE AND CONTROL STOCK SUPPLY

Campus To be advised
Prerequisite(s) Nil
Content Stock levels; Stock ordering; Stocktake and reconciliation; Maintenance and storage of records for requisite period; Security of stock.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

FNAMERC03B SERVE LEGAL PROCESS

Campus St Albans
Prerequisite(s) Nil
Content Plan and prepare procedures; Serve documents; Prepare affidavit of service or non-service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNARFS14A DELIVER A SERVICE TO CUSTOMERS

Campus St Albans
Prerequisite(s) Nil
Content Project a professional image; Maintain customer confidentiality; Respond to customer requests for information; Deliver customer service.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

FNBACC01A PROVIDE FINANCIAL INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Assess client needs; Analyse data; Prepare advice.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC02A PREPARE STATUTORY RETURNS

Campus To be advised
Prerequisite(s) To be advised
Content Gather and verify data; prepare statutory returns; prepare tax returns; review compliance.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

FNBACC03A PREPARE BUDGETS AND FORECASTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare budgets; forecast estimates; document budget.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC04A PROVIDE FINANCIAL REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Compile data; develop recommendations; prepare reports.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC05A ESTABLISH AND MAINTAIN FINANCIAL SYSTEMS & RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify record and system requirements; evaluate alternative systems; acceptance test system; prepare system documentation; implement financial systems and records; monitor financial systems; review recording procedures.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC06A IMPLEMENT FINANCIAL POLICY STATEMENTS & OPERATING PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Review requirements; implement operating procedures; monitor policy.

Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC08A EVALUATE ORGANISATIONAL PROCESSES

Campus To be advised
Prerequisite(s) To be advised
Content Identify organisational processes; assess practices; prepare recommendations.

Required Reading To be advised

Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC09A AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Identify information sources; determine reporting formats; review data; verify statements.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC10A IMPLEMENT TAX PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Assess tax liabilities; Optimise tax positions; Establish processes and plans; Evaluate tax policies.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC11A MONITOR COMPLIANCE ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Research reporting trends; Determine processes for adherence; Examine standards and practices; Review compliance.

Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

FNBACC12A IMPLEMENT ORGANISATIONAL IMPROVEMENT PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Review programs; Contribute to strategic development; Develop options for improvement; Establish systems to support change.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC14A EVALUATE BUSINESS PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Analyse trends in performance; Develop performance indicators; Identify options for improvement.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC15A EVALUATE ORGANISATION'S FINANCIAL PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate returns to operations; Determine long and short term needs; Review performance.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC17A IMPLEMENT FINANCIAL SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Review data; Determine options; Implement processes; Evaluate objectives.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBFIN61A PREPARE AND BANK RECEIPTS

Campus To be advised
Prerequisite(s) To be advised
Content Batch monetary items; Prepare deposit facility; Lodge flows.

Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

FNBFIN65A PROCESS JOURNAL ENTRIES

Campus To be advised
Prerequisite(s) To be advised
Content Check and verify supporting documentation; prepare journal; authorise journal; enter data into system; check journal processing report; file documentation.

Required Reading To be advised

Nominal Hours 10 Hours
Assessment As per accredited curriculum

FNBFIN68A PREPARE REPORTS FOR MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop report to specifications; access report data; analyse data; prepare reports; distribute reports.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBFS01A WORK WITHIN A FINANCIAL SERVICES CONTEXT

Campus To be advised
Prerequisite(s) To be advised
Content Industry and company policies and procedures in regard to customer service and administration; knowledge of relevant legislative and statutory requirements.

Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNBFS02A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of communication techniques; question and listening techniques.

Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNBFS03A WORK AS PART OF A TEAM

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and principles of effective teamwork; basic understanding of reasons of organisational change.

Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FNBFS04A USE TECHNOLOGY IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of basic computer applications, including the internet; use of appropriate software; knowledge of data storage and retrieval techniques; knowledge of equipment start up and shut down techniques.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FNBFS05A APPLY HEALTH & SAFETY PRACTICES IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Knowledge of health and safety legislation and procedures; Knowledge of safe work practices.

Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

FNBFS06A RESOLVE CUSTOMER COMPLAINTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify customer complaint/dispute; Refer complaint/dispute; Implement corrective action policy regarding customer complaints; Process complaint/dispute; Follow up.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

HF658 RESEARCH PROJECT

Campus To be advised
Prerequisite(s) Nil
Content Develop research knowledge and skills through the design, execution, and documentation of a research project.

Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

HFF809 MANAGING ENVIRONMENTAL ISSUES

Campus City King.
Prerequisite(s) Nil
Content Strategies for incorporating environmental considerations into management policies and practices.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

HOR251 INTRODUCTION TO BOTANY

Campus To be advised
Prerequisite(s) To be advised
Content
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

HRM502 STAFFING POLICIES AND PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Recruitment and selection process; evaluate the recruitment and selection process in the participants' organisation; develop recruitment and selection policies and practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HRM503 HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Use a software package to complete a job evaluate and rank the jobs; Plan and conduct a salary survey; Determine alternative compensation packages for given employees.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HRM504 PERFORMANCE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Impact of selected performance management approaches used in public and/or private organisations; Evaluate an existing, significant performance management system; Implement a new performance management system or modify an existing system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HRM601 STRATEGIC HUMAN RESOURCE PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Human resource implications of organisational strategies; Human resource plans to support and complement selected organisational strategies; Evaluate a human resource plan that has been implemented.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

HRM602 ORGANISATION DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Employ the broad principles and processes of organisational development; Different consulting roles, relationships, styles, and skills; System parameters and various diagnostic techniques; OD intervention strategies, techniques and processes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITAD041A DETERMINE CLIENT BUSINESS

EXPECTATIONS AND NEEDS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit describes the competency required to ensure the client business requirements are developed as a pre-requisite to designing the new/additional system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITB070A CREATE CODE FOR APPLICATIONS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit describes the competency required to produce commercial grade program code and capture and handle errors which occur as part of the program operation.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

ICAITD128A CREATE USER & TECHNICAL DOCUMENTATION

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Define and document reference material to use, support and maintain system.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITI097A INSTALL AND CONFIGURE A NETWORK

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to carry out installation of the network hardware and software and initial configuration.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS014B CONNECT HARDWARE PERIPHERALS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to connect hardware peripherals according to instructions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS020B INSTALL AND OPTIMISE SYSTEM SOFTWARE

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to apply aspects of systems optimisation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS021B CONNECT INTERNAL HARDWARE COMPONENTS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised

Content This unit defines the competency required to connect internal hardware components according to specifications
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS025B RUN STANDARD DIAGNOSTIC TESTS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to conduct diagnostic tests on a range platforms.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS030B INSTALL SOFTWARE TO NETWORKED COMPUTERS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to plan, manage and support the installation of software to networked computers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS031B PROVIDE ADVICE TO CLIENTS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit expresses the competency required to convey comprehensive technical information to clients.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK O/S

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to set up and use administrative tools to manage a network and create the network configuration required by client
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITTW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATIONAL GOALS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit expresses competency required to work individually and with others in an organisation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU004B APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to support the organisations Occupational Health and Safety principles and practices.
Required Reading To be advised

Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU005B OPERATE COMPUTER HARDWARE

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to determine, select and correctly operate basic computer hardware.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU006B OPERATE COMPUTING PACKAGES

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to identify, select and correctly operate desktop applications for a range of purposes
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to utilise computer applications to their full capacity employing all advanced features as required.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Identify the electronic components of multimedia; Explore the scope of multimedia; Assess the features and functions of multimedia operating systems; Outline the role of multimedia.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM21CA CAPTURE A DIGITAL IMAGE

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Assess digital camera qualities; Photograph and upload a digital image.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM41CA INCORPORATE TEXT INTO MULTIMEDIA PRESENTATIONS

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Use multimedia text software; Create multimedia text.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM63BA ACCESS THE INTERNET

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised

Content Identify and use local resources and identify and use remote resources.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICPMM65DA CREATE WEB PAGES WITH MULTIMEDIA

Campus Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICTTC200A USE TELECOMMUNICATIONS TECHNOLOGY IN RECEIVING AND MAKING OUTGOING CALLS IN THE CALL CENTRE ENVIRONMENT

Campus City King
Prerequisite(s) Nil

Content Operate and effectively use telecommunications technology in the operational environment; Receive and respond to incoming calls; Make outgoing calls and transmit messages.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC201A USE BASIC COMPUTER TECHNOLOGY TO PROCESS ENTERPRISE AND CUSTOMER REQUIREMENTS

Campus City King
Prerequisite(s) Nil
Content Establish context and background information; Identify and access relevant computer files; Retrieve, view and close system files; Navigate help files.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC202A USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY BASIC CUSTOMER REQUIREMENTS.

Campus City King
Prerequisite(s) Nil
Content Locate and interpret information on most commonly used system screens; Update and maintain information related to customer transaction on commonly used system screens; Seek support for system problems/issues identified during transaction.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC203A USE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER REQUIREMENTS

Campus City King
Prerequisite(s) Nil
Content Access a range of enterprise business systems; Determine and locate information to satisfy customer requirements using multiple screens and more than one enterprise system; Enter or modify data to provide complex or advanced customer needs; Identify and rectify system information and processing errors.
Required Reading To be advised

Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC204A ESTABLISH POSITIVE RELATIONSHIPS WITH CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Receive an inquiry from the customer; Make initial contact with the customer; Establish a relationship with the customer; Determine customer requirements; Respond to customer requests in a timely and effective manner.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC205A MANAGE AND BUILD ON RELATIONSHIPS WITH CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Contribute to identification and dimensioning of customer needs; Obtain feedback from customers; Contribute to assessment and enhancement of customer satisfaction and relationships.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC206A RESPOND TO INBOUND CALLS RELATING TO SPECIFIC MARKETING CAMPAIGN

Campus City King

Prerequisite(s) Nil
Content Identify campaign details; Process customer inquiries; Arrange provision of campaign product/service; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC207A CONDUCT OUTBOUND TELEMARKETING CAMPAIGN

Campus City King
Prerequisite(s) Nil
Content Identify telemarketing campaign requirements; Conduct campaign; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC208A CONDUCT TELEMARKETING CAMPAIGN INVOLVING SELLING OF PRODUCT/ SERVICE

Campus City King
Prerequisite(s) Nil
Content Identify telemarketing campaign requirements; Conduct campaign; Complete sales; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC209A CONDUCT DATA COLLECTION FOR MARKET RESEARCH, OPINION POLLS, CUSTOMER SURVEYING

Campus City King

Prerequisite(s) Nil
Content Identify research/survey details; Plan data collection for research/survey; Conduct data collection for research/survey; Record campaign results.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC210A PROCESS SALES OF LIMITED PRODUCT/ SERVICE FROM INCOMING INQUIRIES

Campus City King
Prerequisite(s) Nil
Content Identify customer needs; Close sales; Input sales records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC211A PROCESS SALES OF COMPLEX PRODUCT/ SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS

Campus City King
Prerequisite(s) Nil
Content Identify customer needs; Close sales; Input sales records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC212A PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE FINANCIAL COMMITMENT

Campus City King
Prerequisite(s) Nil
Content Identify customer needs; Close sales; Input sales records; Provide sales support where required.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC213A PROVIDE BASIC PRODUCT/ SERVICE SUPPORT AND ASSISTANCE TO CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC214A PROCESS GENERAL INQUIRIES FROM CUSTOMERS AND PROVIDE ASSOCIATED SUPPORT AND ASSISTANCE

Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need; Follow up customer on inquiry resolution.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC215A PROVIDE SUPPORT TO STAFF AND CUSTOMERS ON ALL INQUIRIES AND ON MATTERS DEFENDING ENTERPRISE ACTIONS, POLICY AND LEGISLATION

Campus City King
Prerequisite(s) Nil
Content Receive and respond to queries; Satisfy inquiry; Deal directly with customers in the defence of enterprise actions; Negotiate with customers whose needs cannot be met because of enterprise policy; Follow up customer on inquiry resolution; Analyse staff actions and level of customer support and identify training needs as appropriate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC216A ACTION REPORTS OF FAULTS REPORTED BY CUSTOMERS RELATING TO SPECIFIC PRODUCT/SERVICE

Campus City King
Prerequisite(s) Nil
Content Receive fault report; Resolve customer difficulties; Complete fault records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC217A ACTION REPORTS OF PRODUCT/ SERVICE FAULTS REPORTED BY CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Receive fault report; Perform analysis and tests of customer product/service where practicable; Resolve customer difficulties; Provide feedback to the customer during and at the completion of the repair process; Complete fault records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC218A NEGOTIATE WITH CUSTOMERS ON MAJOR PRODUCT/ SERVICE FAULTS

Campus City King
Prerequisite(s) Nil
Content Identify major fault and/or service difficulty; Determine impact of fault/service difficulty; Plan action to inform customers.

Inform customers of planned action; Process incoming reports/complaints resulting from major fault and/or service difficulty; Provide feedback to the customer during and at the completion of the repair process; Follow up customer on inquiry resolution.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC219A RESOLVE COMPLAINTS DEALING WITH SPECIFIC PRODUCT/SERVICE

Campus City King
Prerequisite(s) Nil
Content Identify and analyse the complaint to establish the underlying cause; Determine and agree appropriate action to resolve the complaint.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC220A RESOLVE CUSTOMER COMPLAINTS

Campus City King
Prerequisite(s) Nil
Content Identify and analyse the complaint to establish the underlying cause; Comply with enterprise standards and procedures when resolving complaints; Determine and agree appropriate action to resolve the complaint; Action agreed plan to resolve the complaint.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC221A RESOLVE THE MORE COMPLEX CUSTOMER COMPLAINTS

Campus City King
Prerequisite(s) Nil
Content Receive and respond to complaints; Develop plans for dealing with complaint; Negotiate complaint resolution with customer; Negotiate with customers whose complaints cannot be resolved because of enterprise policy; Follow up customer on inquiry resolution; Analyse staff actions and level of customer support and identify training needs as appropriate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC222A PROCESS LOW RISK CREDITS APPLICATIONS

Campus City King
Prerequisite(s) Nil
Content Receive application; Process application; Complete administrative arrangements; Apply credit management action to outstanding accounts.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC223A PROCESS HIGH RISK CREDIT APPLICATIONS

Campus City King
Prerequisite(s) Nil
Content Receive application; Determine application; Negotiate credit application details with customer.; Complete administrative arrangements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC224A PROVIDE BASIC ASSISTANCE TO CUSTOMERS IN RELATION TO ACCOUNT INQUIRIES
Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC225A PROCESS THE MORE COMPLEX BILLING/ ACCOUNT INQUIRIES FROM CUSTOMERS

Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need; Negotiate account payment extensions;Approve waiver of charges where errors are evident.
Required Reading To be advised

Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC226A HANDLE TO FINALITY THE VERY COMPLEX CUSTOMER ACCOUNT MATTERS INCLUDING SEVERANCE OF SERVICE/ RETURN OF PRODUCT FOR NON PAYMENT OF ACCOUNT

Campus City King
Prerequisite(s) Nil
Content Receive and respond to queries; Satisfy inquiry; Negotiate with payment defaulters; Advise defaulting customers of service/product.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC227A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus City King
Prerequisite(s) Nil
Content Manage self; Set and meet own work priorities; Develop and maintain professional competency.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC228A PROVIDE LEADERSHIP TO A TEAM OF CALL CENTRE OPERATIONAL STAFF IN THE ACHIEVEMENT OF BUSINESS GOALS AND OBJECTIVES

Campus City King
Prerequisite(s) Nil
Content Demonstrate high standards of management performance; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC229A ESTABLISH AND MANAGE EFFECTIVE RELATIONSHIPS WITHIN THE CALL CENTRE TEAM ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC230A LEAD, PARTICIPATE IN AND FACILITATE THE ACTIVITIES OF A CALL CENTRE ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Participate in team planning; Develop team commitment and cooperation; Participate in and facilitate work team; Manage and develop team performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC231A MANAGE THE OPERATIONS OF A CALL CENTRE WORK TEAM TO ACHIEVE PLANNED

OUTCOMES

Campus City King
Prerequisite(s) Nil
Content Plan resource use to achieve profit/productivity targets; Acquire resources to achieve operational plan; Monitor operational performance; Monitor resource usage.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC232A MANAGE INFORMATION AND INFORMATION SYSTEMS IN THE CALL CENTRE TEAM ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans and budgets; Prepare resource proposals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC233A LEAD A CALL CENTRE TEAM DELIVERING QUALITY CUSTOMER SERVICE

Campus City King
Prerequisite(s) Nil
Content Plan to meet internal and external customer requirements; Ensure delivery of quality products and services; Monitor, adjust and report customer service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC234A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Access and share legislation, codes and enterprise policy; Plan and implement safety requirements; Monitor, adjust and report safety performance; Investigate and report non-conformance.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC235A IMPLEMENT AND MONITOR QUALITY AND CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus City King
Prerequisite(s) Nil
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC236A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Campus City King
Prerequisite(s) Nil
Content Participate in planning the introduction of change; Develop creative and flexible approaches and solutions; Manage emerging challenges and opportunities.
Required Reading To be advised

Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC237A CONTRIBUTE TO THE DEVELOPMENT OF A LEARNING CULTURE WITHIN THE CALL CENTRE ENVIRONMENT

Campus City King
Prerequisite(s) Nil
Content Create learning opportunities; Assess workplace competence; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

INF201A HANDLE MAIL TO FACILITATE INFORMATION FLOW

Campus To be advised
Prerequisite(s) Nil
Content Incoming and outgoing mail; Bulk mail; Courier mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

INF202A PROCESS AND ANALYSE INFORMATION – SECURE RECORDS

Campus To be advised
Prerequisite(s) Nil
Content Information request; File and retrieve documents; File maintenance and archiving.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

INF301A MAINTAIN INFORMATION RECORDS SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content New files; Archive files; Records movement.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

INF401A SUPERVISE ESTABLISHED RECORDS SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content File maintenance; Files and records distribution; File security; Staff training.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

INF501A ESTABLISH AND MAINTAIN A RECORDS SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content Enterprise needs analysis; Selecting and Implementing new and improved systems; Identifying and organising staff training.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment Administration Training Package Guidelines for Assessment of Qualification.

INF502A ESTABLISH AND MAINTAIN LIBRARY AND RESOURCES

Campus To be advised
Prerequisite(s) Nil
Content Incoming publications; Circulation and storage of publications.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification

ITA519 OBJECT ORIENTED PROGRAM DESIGN

Campus Sunshine.
Prerequisite(s) To be advised
Content This module will allow a programming student to develop and document a program using an Object-Oriented methodology.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITB301 THE BUSINESS ENVIRONMENT
Campus To be advised
Prerequisite(s) Nil
Content Identify organisation goals, objectives and functions: for a variety of business environments; Identify the relationship between a business organisation and the financial system; Identify different types of organisations and their structures; Identify the effects of technological change on business organisations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF201 WORD PROCESSING FUNDAMENTALS

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content This module will provide a student with skills and knowledge in the use of a word processing package to create, save and retrieve one page documents and use basic formatting commands such as bold and underline.
Required Reading To be advised
Nominal Hours 20-34 Hours
Assessment Written short answer, objective, practical.

ITF205 DATABASE FUNDAMENTALS

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content This module will provide a student with the skills and knowledge in the use of a database package to set up and maintain single table databases.
Required Reading To be advised
Nominal Hours 20-25 Hours
Assessment Written short answers

ITF207 SPREADSHEET FUNDAMENTALS

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content This module will provide a student with the skills and knowledge in the use of a spreadsheet package to produce simple worksheets.
Required Reading To be advised
Nominal Hours 20-24 Hours
Assessment As per accredited curriculum

ITF303 INTRODUCTION TO SMALL BUSINESS SOFTWARE PACKAGES

Campus To be advised
Prerequisite(s) To **be advised**
Content This module aims to provide students with the ability to create and manage basic word processing, spreadsheet and database files using an integrated business software package.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF401 INTRODUCTION TO CAD GRAPHIC SYSTEMS

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) To be advised
Content This module will enable students to use a commercial Computer Aided Design package to create, store and print typical non-layered drawings using various drawing sizes, drawing layouts and dimensioning techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Written short answer, project.

ITF413 PAGE AND DOCUMENT DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Differentiate between types of layouts, designs and styles; select and use appropriate software and hardware; design, develop and print different types of documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF415 COMMERCIAL DATABASE PACKAGES 1

Campus To be advised
Prerequisite(s) To be advised
Content Discuss the purpose and features of current commercial database packages and define basic database terms; Use a commercial database package to create a simple database, then enter, edit and delete data from it; Conduct queries (search the database) using a commercial database package; Create reports using a commercial database package.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITH404 PC SUPPORT

Campus Sunshine.
Prerequisite(s) To be advised
Content This module will enable a student to carry out tasks involving the regular maintenance of PC systems and the installation and configuration of hardware and software to support the productivity of users of the systems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Written Short Answers, Integrated Activity.

ITL303 WORKPLACE HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Outline the current Australian occupational health and safety (OH&S) regulations; Identify ergonomic factors that affect OH&S in an IT work environment; Identify the electrical safeguards required for an IT work environment; Outline the OH&S procedures to be followed in an IT work environment.
Required Reading To be advised
Nominal Hours 20 Hours

Assessment As per accredited curriculum

LAH008 ECONOMY AND SOCIETY

Campus To be advised
Prerequisite(s) Nil
Content Introduces students to basic economic theories, to debates about the origins of the market economy and to the issue of globalisation and competing theories of globalisation.. **Required Reading** To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH009 TEXT AND CULTURE

Campus To be advised
Prerequisite(s) Nil
Content Familiarises students with a range of theoretical approaches to advertisements, novels, films, documentaries and poems. A great introduction to cultural studies.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

LAH101 LEARNING TO LEARN

Campus To be advised
Prerequisite(s) Nil
Content Provides students with practice in ways of writing, reading and speaking needed for study in the Arts; Activities include reading academic texts, writing essays, and giving presentations. **Required Reading** To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH102 ENQUIRY AND PRESENTATION

Campus To be advised
Prerequisite(s) Nil
Content Consolidates the conventions or academic discourse introduced in Learning to Learn. Includes an introduction to new research technology.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

LAH103 WORDPROCESSING FUNDAMENTALS

Campus To be advised
Prerequisite(s) Nil
Content Provides the participants with the knowledge and skill to understand basic wordprocessing functions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

LAH104 KEYBOARDING

Campus To be advised
Prerequisite(s) Nil
Content Provides the participants with the knowledge and skills to perform keyboarding skills.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

LAH105 PUBLIC LIFE

Campus To be advised
Prerequisite(s) Nil

Content Aims to provide students with the ability to participate in public debate in various waysExamines political traditions and debates about the meaning and extent of democracy in contemporary societies.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH106 STORIES CULTURES TELL THEMSELVES; MYTHS AND SACRED TEXTS
Campus To be advised
Prerequisite(s) Nil
Content An introduction to some of the major narratives that have shaped civilisation in Europe and Asia and the ways in which they have explained the meaning of life and humanity's place within it. Covers texts from major religions & myths to popular culture.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH107 NATURE AND ITS HUMAN TRANSFORMATIONS
Campus To be advised
Prerequisite(s) Nil
Content Aims to develop a critical understanding of debates about the environment, geographical and ecological ideas and knowledge, comparison of ways of representing nature and humanity's relationship to nature.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH201 TRADITION AND MODERNITY IN EUROPE & ASIA
Campus To be advised
Prerequisite(s) Nil
Content Introduces student to the way the terms "traditional" "modern" and "postmodern" are used. It examines cultural change in European and Asian cultures focusing on the construction and transformation of cultural identity.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

LAH202 RESEARCH PROJECT
Campus To be advised
Prerequisite(s) Nil
Content To provide the participant with the knowledge and skills to enable the provision of clients information needs. Students research and write up a research project of their choice under supervision. Classes cover research methods, presenting research and academic conventions.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH203 THE HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS
Campus To be advised
Prerequisite(s) Nil
Content An introduction to the history and sociology of relationships with attention to the concepts of culture, aboriginality, class and gender.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH204 URBAN STUDIES
Campus To be advised
Prerequisite(s) Nil
Content An introduction to key urban theorists and debates surrounding the past, present and future of cities; A case study of Melbourne, past and present.. **Required Reading** To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH205 THEORIES OF HUMAN PERSONALITY
Campus To be advised
Prerequisite(s) Nil
Content Examines conceptual frame works within which the human personality has been interpreted, and practices relating to the construction and reconstruction of the self; Particular focus on the interpretation of dreams and folk tales.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

LAH206 TEXT AND CULTURE 2
Campus To be advised
Prerequisite(s) Nil
Content Familiarise students with a range of theoretical approaches to advertisements, novels, films, documentaries and poems; A great introduction to cultural studies; Text & Culture 2 has a particular focus on postmodern and postcolonial theory.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

LIS017 COMMUNITY INFORMATION & NETWORKING
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content To provide the participant with the knowledge and skills to understand community information and networking.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MAGA PLANNING FOR SUCCESS V2
Campus To be advised
Prerequisite(s) Nil
Content Provides participants with an holistic view of operating a small business in Australia; Participants will acquire a broad understanding of the multiple management roles of the owner/manager of a small business and the factors contributing to success and failure; Business planning is given particular emphasis to engender a pro-active attitude to small business management and to enable the participant to evaluate a business opportunity.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MAGB MARKETING V2
Campus To be advised
Prerequisite(s) Nil
Content Provides participants with knowledge of marketing fundamentals and development of an holistic concept of marketing as an integral component of successful small business management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MAGG PREPARING A FEASIBILITY STUDY

Campus To be advised
Prerequisite(s) MAGA Planning for success v2, MAGB Marketing v2, MAGH Business finance v2, MAGK Cost, profit and break-even v2.
Content Provides participants with the skills to integrate and apply their legal, marketing and financial management knowledge in a business planning process to produce a feasibility study for a small business.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MAGH BUSINESS FINANCE V2

Campus To be advised
Prerequisite(s) Nil
Content Provides participants with an understanding of the financial structure of the business and the importance of financial management in the success of a small business; Participants will also develop the knowledge and skills to estimate and source the funds required to take up a business opportunity.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

MAGK COST, PROFIT AND BREAK-EVEN V2

Campus To be advised
Prerequisite(s) Nil
Content Provides participants with the knowledge and skills to calculate the total costs of seeing or manufacturing a project, or providing a service to outline a pricing strategy to ensure a full cost recovery; Participants will be able to set income and profit targets for a small business and prepare projections for inclusion in a business plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

MAGS OWNERSHIP STRUCTURES V2

Campus To be advised
Prerequisite(s) Nil
Content Provides the knowledge and skills to select an appropriate ownership structure within which to operate a small business.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MAGW OHSW FOR SMALL BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content Introduces participants to the fundamental issues of occupational health, safety and welfare; Designed to initiate the study of occupational health, safety and welfare for learners with managerial responsibilities in a small business.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MAGY BUSINESS LAW V2

Campus To be advised
Prerequisite(s) Nil
Content Provides participants with the knowledge and skills to legally conduct business within the framework of current legislation. It aims to equip participants with sufficient understanding of the law to be able to identify and avoid potential legal problems and seek timely legal advice.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MAHC COMPUTERISED ACCOUNTING WITH INVENTORY

Campus To be advised
Prerequisite(s) Nil
Content Enables participants to use a computer software package to manage the financial accounting requirements of a small to medium enterprise.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

MAHD BUSINESS PLANNING PROJECT

Campus To be advised
Prerequisite(s) Nil
Content Provides participants with the skills to integrate their legal, marketing and financial management knowledge in a planning process to produce a written business plan for a small business.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

MEM1.1F UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Communicate information about tasks, processes, events or skills; Take part in group discussion to achieve appropriate work outcomes; Represent views of group to others.
Required Reading To be advised
Unit Weight Points 0 Points
Assessment As per endorsed training package

MEM1.2F APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Follow safe work practices; Report workplace hazards; Follow emergency procedures.
Required Reading To be advised
Unit Weight Points 0 Points
Assessment As per endorsed training package

MEM1.3F APPLY QUALITY PROCEDURES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Take responsibility for own quality; Apply standard procedures of workplace quality to own job.
Required Reading To be advised
Unit Weight Points 0 Points
Assessment As per endorsed training package

MEM1.4F PLAN TO UNDERTAKE A ROUTINE TASK

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify task requirements; Plan steps required to complete task; Review plan.
Required Reading To be advised

Unit Weight Points 0 Points
Assessment As per endorsed training package

MEM2.1C12 APPLY QUALITY SYSTEMS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Understand and follow standard operational or specification requirements; Engage in quality improvement.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.2C11 ORGANISE AND ANALYSE INFORMATION

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Access information and/or records; Give verbal and/or written reports.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.3C11 OPERATE IN A WORK BASED TEAM ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.4C11 ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING

Campus Footscray Nicholson
Prerequisite(s) Nil
Content Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.5C11 MEASURE WITH GRADUATED DEVICES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.6C10 PLAN A COMPLETE ACTIVITY

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify activity requirements; Plan process to complete activity; Modify plan.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.7C10 PERFORM COMPUTATIONS – BASIC

Campus Footscray Nicholson.
Prerequisite(s) Nil

Content Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.8C10 PERFORM COMPUTATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.7C10 Perform Computations – Basic.
Content Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.9C10 PERFORM COMPUTER OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.10C5 WRITE REPORTS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Communicate concepts in writing.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.11C5 RESEARCH AND PREPARE PRESENTATIONS AND REPORTS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Research information; Analyse information; Summarise and organise technical data.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.13C5 PERFORM MATHEMATICAL COMPUTATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.7C10A Perform Computations – Basic, MEM2.8C10A Perform Computations.
Content Perform calculations involving the six trigonometrical ratios; Apply the sine and cosine rule in the solution of problems; Perform simple algebraic operations; Use geometrical principles in the solution of problems; Calculate areas and volumes of complex shapes.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.14C5 USE GRAPHICAL TECHNIQUES & PERFORM SIMPLE STATISTICAL COMPUTATIONS

Campus Footscray Nicholson.
Prerequisite(s) Nil

Content Read and construct graphs from given or determined data; Perform basic statistical calculations.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.15C5 OPERATE IN AN AUTONOMOUS TEAM ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine work roles of team members; Participate in team planning; Operate as a team member; Monitor and review team performance; Implement team performance improvements.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.16C5 INTERPRET QUALITY SPECIFICATIONS AND MANUALS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify and access all documentation; Interpret documentation; Explain documentation; Monitor quality processes/systems.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.10A UNDERTAKE FABRICATION, FORMING, BENDING AND SHAPING

Campus To be advised
Prerequisite(s) Nil
Content Select and set up forming/shaping equipment for a specific operation; Operate forming/shaping equipment; Forming and shaping material.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.11A ASSEMBLE FABRICATED COMPONENTS

Campus To be advised
Prerequisite(s) Nil
Content Identify assembly method and construct jigs if required; Ensure all components for assembly are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.12A PERFORM ROUTINE M.A. AND/OR G.M.A.W.

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.13A PERFORM MANUAL PRODUCTION WELDING

Campus To be advised
Prerequisite(s) Nil

Content Tack and/or weld material using appropriate welding process.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.14A MONITOR QUALITY OF PRODUCTION WELDING/FABRICATIONS

Campus To be advised
Prerequisite(s) Nil
Content Monitor quality of welded products; Initiate testing when required; Undertake procedure's reporting.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.15A WELD USING MANUAL METAL ARC WELDING PROCESS (MMAW)

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld materials by correct process to quality described in AS1554 General Purpose or equivalent.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.16A PERFORM ADVANCED WELDING USING MANUAL METAL ARC WELDING PROCESS (MMAW)

Campus To be advised
Prerequisite(s) Nil
Content Select welding settings and electrodes; Assemble welding equipment; Weld joint to meet quality as described in Australian Standard 1554, Structural Purpose or equivalent; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.17A WELD USING GAS METAL ARC WELDING PROCESS (GMAW)

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 General Purpose; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.19A WELD USING GAS TUNGSTEN ARC WELDING PROCESS (GTAW)

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding settings and consumables; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints by correct process to Australian Standard 1554 General Purpose; Inspect joints; Correct faults.
Required Reading To be advised
Unit Weight Points 6 Points

Assessment As per endorsed training package

MEM5.20A PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS (GTAW)

Campus To be advised
Prerequisite(s) Nil
Content Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.21A WELD USING OXYACETYLENE WELDING PROCESS (OAW) FUEL GAS WELDING

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 GP or equivalent; Inspect welds; Correct welds.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.22A PERFORM ADVANCED WELDING USING OXYACETYLENE WELDING PROCESS (OAW)

Campus To be advised
Prerequisite(s) Nil
Content Select weld equipment and consumables; Assemble weld equipment; Weld joints to Australian 1554 SP or equivalent; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.23A WELD USING SUBMERGED ARC WELDING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Prepare material for welding; Select weld machine settings and consumables; Assemble and set up welding equipment; Identify distortion prevention methods; Weld joints using submerged arc by correct process; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM5.24B PERFORM WELDING SUPERVISION

Campus To be advised
Prerequisite(s) Nil
Content Prepare and determine welding procedure; Qualify welders to required procedures; Monitor/maintain quality assurance and safety procedures; Prepare documents; Arrange for non- destructive testing and destructive testing.
Required Reading To be advised
Unit Weight Points 12 Points
Assessment As per endorsed training package

MEM5.25B PERFORM WELDING/FABRICATION INSPECTION

Campus To be advised
Prerequisite(s) Nil

Content Select and organise/conduct appropriate non-destructive test procedures or verify previous test procedures; Establish welding procedure; Validate welding procedures; Ensure quality assurance procedures are carried out: Monitor procedures in progress.
Required Reading To be advised
Unit Weight Points 12 Points
Assessment As per endorsed training package

MEM5.26A APPLY WELDING PRINCIPLES

Campus To be advised
Prerequisite(s) Nil
Content Apply all statutory and regulatory requirements to welding procedures; Interpret all welding terms, codes and symbols; Determine the effects of heat treatment on metal in relation to welding; Identify the logical sequence of events involved in planning a welding operation.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.37A GEOMETRIC DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.38A ADVANCED GEOMETRIC DEVELOPMENT – CYLINDRICAL/RECTANGULAR

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.39A ADVANCED GEOMETRIC DEVELOPMENT – CONICAL

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.4A PERFORMANCE ROUTINE OXYACETYLENE WELDING (FUEL GAS WELDING)

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Assemble and set up welding equipment; Select welding equipment, setting and consumables.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.40A ADVANCED GEOMETRIC DEVELOPMENT – TRANSITION

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; Make templates as required; Develop patterns as required; Interpret relevant codes, standards and symbols; Estimate quantities of material from engineering drawings.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.5A CARRY OUT MECHANICAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content Determine job requirements; Select/set up machine tooling; Operate mechanical cutting machine; Check material for conformance to specification.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.6A PERFORM BRAZING AND/OR SILVER SOLDERING

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials and equipment; Braze and /or silver solder; Inspect joints.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.7A MANUAL HEATING, THERMAL CUTTING AND GOUGING

Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual heating, thermal cutting and gouging; Operate heating and/ or thermal cutting and gouging equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.8A ADVANCED MANUAL THERMAL CUTTING GOUGING AND SHAPING

Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual thermal cutting, gouging and shaping; Select equipment settings and consumables; operate hand held thermal cutting and shaping equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM6.7A PERFORM BASIC HEAT/QUENCHING, TEMPERING, AND ANNEALING

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine job requirements; Setup equipment for heat/quenching tempering and annealing; Operate heating equipment.
Required Reading To be advised
Unit Weight Points 2 Points

Assessment As per endorsed training package

MEM7.1A OPERATIONAL MAINTENANCE OF MACHINES/EQUIPMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Undertake programmed safety and maintenance checks; Undertake programmed maintenance.
Required Reading To be advised
Unit Weight Points
Assessment As per endorsed training package

MEM7.2A PERFORM SHAPING/ PLANING/SLOTTING OPERATION

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Perform precision shaping operations; Perform precision planing operations; Perform precision slotting operations; Check component for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.5A PERFORM GENERAL MACHINING

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools
Content Determine job requirements; Determine sequence of operations; Perform machining operations; Measure components; Adjust and maintain machine.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM7.6A PERFORM LATHE OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Mount job; Perform turning operations; Check components for conformance with specifications.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.7A PERFORM MILLING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM7.8A PERFORM GRINDING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.

Content Determine job requirements; Observe safety precautions; Select appropriate wheels and accessories; Perform grinding operations; Check components for conformance with specifications.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per accredited curriculum

MEM7.9A PERFORM PRECISION JIG BORING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.
Content Observe safety precautions; Determine job requirements; Select appropriate tools and accessories; Mount job; Perform jig boring; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.10A PERFORM TOOL AND CUTTER GRINDING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM12.3A Precision Mechanical Measurement, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM7.8A Perform Milling Operations, MEM7.5A Perform General Machining.
Content Observe safety precautions; Determine job requirements; Select appropriate tool and cutter grinding wheels and accessories; Perform tool and cutter grinding; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.11A COMPLEX MILLING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.13C5A Perform mathematical computations, MEM7.5A Perform general machining, 7.7A, MEM9.2A Interpret technical drawing, MEM12.3A Precision mechanical measurement, MEM18.1A Use hand tools.
Content Setup work; Identify inserts from International Standard Organisation standards; Perform complex milling.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.12A COMPLEX GRINDING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM12.3A Precision Mechanical Measurement, MEM7.8A Perform Milling Operations.
Content Determine job requirements; Setup work; Perform complex grinding; Check components for conformance to specification.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM7.21A COMPLEX LATHE OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.13C5A Perform mathematical Computations, MEM7.5A Perform General Machining, MEM7.6A Perform Lathe

Operations, MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM18.1A Use Hand Tools.
Content Accurately setup work; Identify inserts from International Standard Organisation or other appropriate standards; Perform complex turning.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM9.1A DRAW AND INTERPRET SKETCH

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Prepare freehand sketch; Interpret details from freehand and sketch.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM9.2A INTERPRET TECHNICAL DRAWING

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Interpret technical drawings; Select correct technical drawing.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM12.1A USE COMPARISON & BASIC MEASURING DEVICES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM12.3A PRECISION MECHANICAL MEASUREMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM12.6A MARK OUT/OFF (GENERAL ENGINEERING)

Campus Footscray Nicholson.
Prerequisite(s) MEM9.2A Interpret Technical Drawing.
Content Determine job requirements; Transfer dimension; Make templates as required.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM12.7A MARK OFF/OUT STRUCTURAL FABRICATIONS AND SHAPES

Campus To be advised
Prerequisite(s) Nil
Content Transfer dimensions from a detail drawing to work; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
Required Reading To be advised

Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM13.3A WORKING SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS

Campus To be advised
Prerequisite(s) Nil
Content Use personal protection equipment; Identify emergency procedures; Observe safe working practices.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM16.1BA FORMAL PRESENTATIONS/TAKE PART IN MEETINGS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Participate in formal meetings; Give formal presentations.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM18.1A USE HAND TOOLS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use hand tools.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM18.2A USE POWER TOOLS/HANDHELD OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use power tools.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM18.3A USE TOOLS FOR PRECISION WORK

Campus Footscray Nicholson.
Prerequisite(s) MEM18.2A Use Hand Power Tools.
Content Use tools to produce precision work to specifications; Tools and equipment stored appropriately.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.5A BEARINGS-FAULT DIAGNOSE, INSTALLATION & REMOVAL

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, 18.55A.
Content Perform routine bearing checks during operation and non-operation; Diagnose bearing faults; Identify bearing requirements for replacement or installation; Remove bearings; Install plain bearings; Install anti-friction bearings.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.6A DISMANTLE, REPLACE, ASSEMBLE & FIT ENGINEERING COMPONENTS

Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, MEM18.55A Dismantle, Replace & Assemble Engineering Components.
Content Dismantle and inspect engineering components; Repair/Replace faulty components; Manufacture parts/components; Fit engineering components into assemblies or sub-assemblies
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM18.18A MAINTAIN PNEUMATIC SYSTEMS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content Check pneumatic system components; Identify, repair/replace faulty pneumatic system components.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.19A MAINTAIN & REPAIR PNEUMATIC SYSTEMS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing. MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.55A Dismantle, replace & assemble engineering components, MEM18.18A Maintain pneumatic systems.
Content Undertake preventative maintenance checks/ adjustments on pneumatic systems; Indertake fault finding on pneumatic systems; Repair and/or overhaul pneumatic power system; Recommission pneumatic system.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.20A MAINTAIN HYDRAULIC SYSTEMS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content Check hydraulic system components; Identify, repair/replace faulty hydraulic system components.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.21A MAINTAIN AND REPAIR HYDRAULIC SYSTEMS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use and tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work,

MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.20A Maintain hydraulic systems.
Content Undertake preventative maintenance checks/ adjustments on hydraulic systems; Undertake fault finding on hydraulic systems; Repair and/or overhaul hydraulic system; Recommission hydraulic system.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.55A DISMANTLE, REPLACE & ASSEMBLE ENGINEERING COMPONENTS
Campus Footscray Nicholson.
Prerequisite(s) MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM18.1A Use Hand Tools, MEM18.2A Use hand power tools.
Content Dismantle engineering components; Identify faulty components; Select replacement components; Assemble engineering components into assemblies or sub-assemblies.
Required Reading To be advised
Unit Weight Points 3 Points
Assessment As per endorsed training package

MNGT110 INTRODUCTION TO MANAGEMENT COMPETENCIES
Campus To be advised
Prerequisite(s) To be advised
Content The relationship between management theories and management practices today; Competencies required of a modern manager in today's dynamic managerial environment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

MNGT111 CURRENT ISSUES IN MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Research, analyse and critically evaluate current issues facing management in Australia; provide an in-depth diagnosis and analysis of current management issues within the context of the student's own organisation.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum.

MOD.1 CLIENT INTERACTION
Campus To be advised
Prerequisite(s) To be advised
Content To effectively communicate when interacting with the clients in a business facilitation session.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

MOD.2 INTRODUCTION TO BUSINESS OPERATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Gain knowledge and skills to introduce the concepts and factors to start or operate a business.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MOD.3 BUSINESS FACILITATION SKILLS
Campus To be advised
Prerequisite(s) To be advised

Content Establish the interview and environment and identify the clients needs and objectives.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

MOD.4 ETHICS AND PROFESSIONALISM
Campus To be advised
Prerequisite(s) To be advised
Content Conduct business facilitation in an ethical and professional manner.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum.

MOD.5 FINANCIAL RECORDS MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Facilitate a business's financial recording system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MOD.6 MARKETING STRATEGIES FOR BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Assist a client to develop and implement effective plans to promote and market their product and/ or services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

MOD.7 FACILITATE FINANCIAL PLANNING
Campus To be advised
Prerequisite(s) To be advised
Content Utilise accounting information for the purpose of financial planning and decision making.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MOD.8 ELECTRONIC COMMERCE IN BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Gain knowledge and skills to identify and integrate, as appropriate, electronic commerce facilities that enhance business operations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MOD.9 FACILITATE A BUSINESS PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Facilitate a client developing a integrated business plan as a guide to achieving specified business objectives in accordance with perceived customer needs and business capabilities to provide quality product/ service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

MOD.10 WORKING WITH GROWTH COMPANIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify success indicators, explain the role of growth for a business and develop and utilise a framework for growth.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MPM021 PURCHASING AND INVENTORY FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised
Content The role of the purchasing function; Select a source that satisfies requisite needs and organisational requirements; Place a purchase order; Select an alternative method to placing a purchase order; Select a purchasing agreement; Supplier performance systems; Describe the relationship between Purchasing and Accounting functions; compare the major methods of inventory tracking and holding strategies.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum.

MPM022 PURCHASING POLICY

Campus To be advised
Prerequisite(s) To be advised
Content The purchasing function's role in achieving organisational objectives; Develop policy and procedures for the purchasing function that satisfies organisational requirements; Performance measures to monitor the purchasing function; New purchasing agreements; Purchase requisites from overseas sources; Develop a mission statement for the Purchasing Unit.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum.

MWCC01 CALL CENTRE WORK ENVIRONMENT

Campus City King.
Prerequisite(s) Nil
Content Review of the Call Centre Industry; Work requirements; Visit to a Call Centre.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum.

MWCC02 CALL CENTRE TECHNOLOGY

Campus City King.
Prerequisite(s) Nil
Content Navigational skills in basic computing, including the internet, office, email and Call Centre databases plus use of telephone systems in a Call Centre environment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

MWCC03 CALL CENTRE WORK CUSTOMER SERVICE

Campus City King.

Prerequisite(s) Nil
Content Basic customer service skills and appropriate telephone technique.
Required Reading To be advised
Nominal Hours 20 Hours

Assessment As per accredited curriculum.

NAP703 INTEGRATED COMPUTER ACCOUNTING

Campus To be advised
Prerequisite(s) NAP701 Inventory-Computerised, NOS227 Accounts Payable-Computerised, NOS226 Accounts Receivable-Computerised, NOS234 Payroll-Computerised, NAP702 Fixed Assets-Computerised, NOS225 General Ledger-Computerised
Content Role and uses of integrated computer accounting packages; Operation of an integrated accounting package; Evaluation and selection of accounting packages.
Required Reading To be advised
Nominal Hours 10-20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP710 FINANCIAL ACCOUNTING APPLICATIONS 1

Campus To be advised
Prerequisite(s) NOS219 Accounting – Basic Reports.
Content Basic management reports and analysis; Incomplete/single entry systems; one-write systems; Not-for-profit organisations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP719 ACCOUNTING FOR NON-ACCOUNTANTS

Campus To be advised
Prerequisite(s) Nil
Content Accounting concepts; Debits and credits; Double entry bookkeeping; Accounting reports; Limitations of reports; The accounting standard setting process; Analysis of reports; Job and process costing; Incremental and cost-volume-profit analysis; Capital investment decisions, Budgeting process.
Required Reading To be advised
Nominal Hours 50-68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP720 BUSINESS MATHEMATICS

Campus To be advised
Prerequisite(s) Nil
Content Application of percentages; Simple and compound interest; Present and future value of annuities; Depreciation; Straight line graphs.
Required Reading To be advised
Nominal Hours 30-35 Hours
Assessment As per accredited curriculum

NAP721 BUSINESS STATISTICS

Campus To be advised
Prerequisite(s) NAP720 Business Mathematics.
Content Interpret and use statistical techniques in a variety of business activities; Visual presentation of data; Measures of central tendency and dispersion; Correlation and regression; Elementary probability; The normal distribution; Sampling; Index numbers; Time series and trend analysis.
Required Reading To be advised

Nominal Hours 30-35 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP722 ECONOMICS FOR BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content The economic problem – basic concepts; Supply and demand; Markets; The financial sector; The international sector; Macro-economic model of the economy; Economic fluctuations and policies; Micro-economic reform.
Required Reading To be advised
Nominal Hours 50-68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP750 COMMERCIAL LAW PRINCIPLES

Campus To be advised
Prerequisite(s) Nil
Content Origins of law, Civil liability, Legal entities and business names, Negotiable instruments; Financial Transactions; Reports; Act.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NBB08 ELECTRICAL FUNDAMENTALS

Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide the student with the knowledge and skills to develop fundamental electrical concepts and principles.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short progressive tests. Practical exercises.

NCS001 WORKPLACE COMMUNICATION

Campus Sunshine.
Prerequisite(s) Nil
Content Simple and routine information using the telephone; Face to face interaction; Document storage; Simple and routine instructions in the workplace; Participate in small informal work groups; Interaction with client, within and external to the organisation; Simple routine matters; Using the telephone and face-to-face contact.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS002 WRITING SKILLS FOR WORK

Campus Sunshine.
Prerequisite(s) Nil
Content Competency based training in communication skills to write simple work related documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS003 JOB SEEKING SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS004 WORK TEAM COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content Small group discussions to reach agreement on workplace related issues; Team co-operation to plan and prepare a presentation; Job-related presentations.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

NCS005 DEALING WITH CONFLICT

Campus To be advised
Prerequisite(s) Nil
Content Identification of conflict; Strategies for resolving workplace conflict; The role of communication in conflict resolution.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS006 WRITING WORKPLACE DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Plan and write complex workplace letters and documents including: Complaints, Sales, Explanatory, Ministerial, Newsletter articles, Leaflet and and Instructions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS007 PRESENTING INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Gather, record and convey simple and routine work related information; Give and follow simple instructions; Employ effective writing skills and strategies to prepare simple work related documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS009 NEGOTIATION SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Appropriate negotiating skills for resolving conflict and business issues.
Required Reading To be advised
Nominal Hours 20 Hours

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

NCS010 TEAM BUILDING COMMUNICATION
Campus To be advised
Prerequisite(s) Nil
Content Select strategies to establish a work team communication climate; Use the communication skills necessary to organise and manage work teams; Represent a work team effectively to others.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS011 CLIENT INTERACTION
Campus To be advised
Prerequisite(s) To be advised
Content Plan for establishing and maintaining a working relationship with clients; Establish a working relationship with clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NCS012 MEETINGS
Campus To be advised
Prerequisite(s) Nil
Content Organising and conducting structured meetings; Recording the outcomes of meetings in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS014 SPEAKING IN PUBLIC
Campus To be advised
Prerequisite(s) To be advised
Content Speak in a public forum.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

NCS015 PRESENTING REPORTS
Campus To be advised
Prerequisite(s) Nil
Content Materials research; Information analysis; Solution identification and development; Oral presentation delivery.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NCS018 DEALING WITH CUSTOMERS AND CLIENTS
Campus To be advised
Prerequisite(s) Nil
Content Communication Skills to effectively interact with customers and clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group

activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NE01 DC PRINCIPLES
Campus Sunshine.
Prerequisite(s) NBB08 Electrical fundamentals.
Content This module aims to provide student with the knowledge and skills in basic electrical concepts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer, objective, sketch, practical.

NE03 AC PRINCIPLES
Campus Sunshine.
Prerequisite(s) NE20 Test Equipment, NE01 DC Principles
Content This module aims to provide students with an introduction to the basic concepts of single phase alternating current.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer, multiple choice questions, laboratory exercise.

NE07 AMPLIFIER PRINCIPLES 1
Campus Sunshine.
Prerequisite(s) NE04 Power Supply Principles
Content This module aims to provide the student with the knowledge and skills to use amplifier principles and concepts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Multiple choice questions, short answer, calculations, practical exercises/tests

NE20 TEST EQUIPMENT
Campus Sunshine.
Prerequisite(s) NBB08 Electrical fundamentals.
Content This module introduces students to the concepts of electronic power supply regulation, using linear and switched mode regulators.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Practical exercises, short answer, objective answer.

NE31 ELECTRICAL DRAWING INTERPRETATION AND CONNECTION
Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide students with the knowledge and skills to use drawings associated with the electrical industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE110 DATA COMMUNICATION FUNDAMENTALS
Campus Sunshine.
Prerequisite(s) Nil
Content To provide students with a basic understanding of data communications concepts terminology and interfacing standards. The module will also provide the necessary skills to select and configure a modem.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer, multiple choice, practical.

NE115 INTRODUCTION TO LOCAL AREA NETWORK

Campus Sunshine.
Prerequisite(s) NE110 Data Communications Fundamentals, NE111 Personal Computer Servicing 1.
Content To provide students with an understanding of the principles and operation of a typical Local Area Network system and to enable students to install, manage, maintain and fault find a PC based Local Area Network.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer questions, multiple choice questions.

NE118 TRANSMITTERS

Campus Sunshine.
Prerequisite(s) NE116 Modulation.
Content This module aims to provide students with the knowledge and skills to carry out performance tests, identify faulty modules and, correctly adjust to specification, low power transmitters used in the HF, VHF and UHF bands
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer, maintenance of workbook, practical, multiple choice.

NE160 ELECTRICAL PRINCIPLES 1

Campus Sunshine.
Prerequisite(s) Nil
Content To gain an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of emf; Students will be able to carry out calculations relative to Ohm's Law, power, work and energy for series-parallel circuits; Additionally, students will be able to apply their knowledge of series-parallel circuits to make a battery for a specific purpose from a group of uniform cells; At the conclusion of this module students will be able to determine relationships between voltage, current, resistance, power and work in both simple resistive loads and simple voltage sources in series, parallel and series-parallel circuits and to connect and make measurements in circuits of that kind.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment Questioning, Written tests/problem solving, Assignments/practical exercises.

NE172 ELECTRICAL WIRING AND EQUIPMENT 1

Campus Sunshine.
Prerequisite(s)
Content This module aims to provide the students with the knowledge and skills in working safely with electrical wiring and equipment and using relevant standards.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NE175 WORKSHOP PRACTICES

Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide students with the knowledge and skills in the use of hand and power tools in installing, maintaining and repairing electrical or electronic or instrumentation systems and equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NE178 DC POWER SUPPLIES

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) NE161 Electrical Principles 2.
Content To enable students to identify the various types of DC power supplies, describe their operating principles and list their applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving, Assignments, Practical exercises

NE179 DIGITAL ELECTRONICS 1

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) NE161 Electrical Principles 2, NBB15 Electrical Principles and Safety
Content To enable students to distinguish between analog and digital systems, describe number systems and predict the outputs of simple combinational circuits constructed using discrete logic gates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving, Assignments, Practical exercises

NE180 DIGITAL ELECTRONICS 2

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) NE179 Digital Electronics.
Content To enable students to analyse and design simple digital systems (not exceeding three MSI devices).
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving, Assignments, Practical exercises.

NE182 AMPLIFIERS 1

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) NE178 DC Power Supplies.
Content To enable students to select appropriate small signal and operational amplifiers for a given application.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving, Assignments, Practical exercises

NE184 ELECTRONIC HAND SOLDERING TECHNOLOGY

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content To enable students to identify the various types of DC power supplies, describe their operating principles and list their applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Written tests/problem solving, Assignments, Practical exercises

NEC05 PROJECT WORK

Campus Sunshine.
Prerequisite(s) To be advised
Content The purpose of this module is to enhance the knowledge and practical skills of the learner through participation in the construction of a practical (hands on) project item appropriate to the electrical/electrical field of study/industry.
Required Reading To be advised
Nominal Hours 60 hours
Assessment As per accredited curriculum

NEC06 WIRING REGULATIONS, ACCESSORIES AND BASIC CIRCUIT PROTECTION

Campus Sunshine.
Prerequisite(s) To be advised
Content This module aims to provide the learner with the skills and knowledge necessary for interpreting Electrical Industry Regulatory Standards, as well as identifying commonly used accessories that are in the Electrical Trades; The learner will also be provided with a basic understanding of the principles of circuit protection.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NGMS102 MANAGING OPERATIONS – CUSTOMER SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Internal and external customers; Formal and informal networks; Customer requirements for products and services; Customer characteristics; Market and price policies; Client feedback; Quality and service levels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS103 MANAGING OPERATIONS – PRODUCTIVITY

Campus To be advised
Prerequisite(s) To be advised
Content Sources of supply of products and services from both internal and external providers; Current systems and monitoring methods for the acquisition of resources, and the production and delivery of products and services; Systems for monitoring and controlling both resource input, and product quality and service levels; Disruption in the production, quality and/or delivery of products and services; Improvements, corrective actions, and contingency procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS104 MANAGING OPERATIONS – INNOVATION

Campus To be advised
Prerequisite(s) NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity.
Content Current practices and recent developments in respect to services, products, systems, materials, equipment and technology; Appropriate process for identification of opportunities for improvement; Opportunities for improvement.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS108 MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT

Campus To be advised
Prerequisite(s) Nil
Content Work methods and roles; Monitoring procedures; Goals achievement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NGMS109 MANAGING PERFORMANCE AND GOAL ACHIEVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Planning, organising and controlling work and operations to effectively achieve goals.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NGMS111 MANAGING PEOPLE – WORKPLACE PRACTICE

Campus To be advised
Prerequisite(s) Nil
Content Industrial issues affecting workplace practices; Industrial awards and agreements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS113 MANAGING FINANCE – SETTING AND ACHIEVING BUDGETS

Campus To be advised
Prerequisite(s) Nil
Content Budgets; Institute related monitoring; Control methods; Actions to achieve budgets.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS114 MANAGING FINANCE – PERFORMANCE

Campus To be advised
Prerequisite(s) NGMS113 Managing Finance – Setting and Achieving Budgets.
Content Financial implications of operational performance; Analysis and interpretation of operational performance reports; Improving reports and reporting systems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group

activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS115 MANAGING FINANCE – COST AND EFFICIENCY

Campus To be advised
Prerequisite(s) To be advised
Content Optimising financial performance through reducing costs whilst improving efficiency; Cost elements and operational performance indicators and outcomes; Cost types, behaviours, trends and variances; Controlling/reducing time input costs.
Required Reading To be advised
Nominal Hours 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.

NGMS116 MANAGING FINANCE – OPERATING AND CAPITAL EXPENDITURE

Campus To be advised
Prerequisite(s) NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS115 Managing finance – cost and efficiency.
Content Fundamentals of financial management; Maximising financial returns to expenditure; Investment in operating and capital assets; Short and long term investments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS117 MANAGING GROUP PROBLEM SOLVING AND DECISION MAKING

Campus To be advised
Prerequisite(s) Nil
Content Facilitation skills for group problem solving and decision making processes; Establishing group goals and objectives; Managing the group and achieving goals and objectives.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS118 MANAGING PEOPLE – TRAINING AND DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Training needs; Plan and promote training programs; deliver and evaluate training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS201 ENTREPRENEURING AND INNOVATING

Campus To be advised

Prerequisite(s) NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS117 Managing group problem solving and decision making.
Content Characteristics of organisations that foster entrepreneurial and innovative environments, cultures and behaviours; The nature of entrepreneurship, personality characteristics, skills, attributes and behaviours of successful and effective entrepreneurs; Projects requiring innovative and entrepreneurial action.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS202 FORECASTING FUTURES

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Forecast, purposes, systems and parameters; Forecast teams and programs; Decision oriented forecasts; Evaluation forecasting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS203 ANALYSING ENVIRONMENTS AND ORGANISATIONS

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Analyse and assess the influence of the general and specific external environments; Influences of interrelationships and interactions of subsystems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS204 MANAGING STRATEGICALLY

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations-Customer Service, NGMS103 Managing Operations-Productivity, NGMS104 Managing Operations - Innovation, NGMS108 Managing and Organising Work for Goal Achievement, NGMS201 Entrepreneuring and Innovating, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations.
Content Analyse organisational cultures, philosophies, ethics and associated behaviours; Situational analysis to determine the impact of

external influences; Conduct internal situational analysis; Select strategy alternatives; Procedures and processes for implementation, monitoring, maintenance and evaluation of selected strategies and performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS205 MANAGING IN AMBIGUITY AND CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content The nature of relationships; Behaviours of complex systems and environments; Effectively managing conditions of change, uncertainty and ambiguity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS206 MAKING DIFFICULT DECISIONS

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, D638, NGMS117 Managing group problem solving and decision making, NGMS209 Managing self, NGMS203 Analysing environments and organisations, NGMS205 Managing in ambiguity and change.
Content Nature and characteristics of difficult decisions; Variables influencing non-routine, complex or difficult decisions; Nature and probability of successful and unsuccessful organisational outcomes; Implications of success or failure; A range of action and decision strategies; Strategies to evaluate organisational outcomes and personal risk.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS207 LEADING AND VISIONING

Campus To be advised
Prerequisite(s) NGMS106 Managing effective working relationships, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS117 Managing group problem solving and decision making, NGMS209 Managing self, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.
Content Shared vision, mission and goals; Instilling a culture of cooperation, responsiveness, high performance, innovation and continual improvement; Organisational characteristics, attributes; Individual, group and leader behaviours; Vision and strategic leadership behaviours.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS208 DEVELOPING BUSINESS OVERSEAS

Campus To be advised

Prerequisite(s) NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making, NGMS113 Managing Finance-Setting and Achieving Budgets, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations
Content Strategies to identify and evaluate overseas business opportunities; Plans to access and service overseas business opportunities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS209 MANAGING SELF

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, NGMS106 Managing Effective Working Relationships, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Identifying current competencies and areas for development against agreed criteria; Strategies and actions to extend and enhance personal competence.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS210 MANAGING OPERATIONS AND LOGISTICS

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity, NGMS104 Managing Operations – Innovation, NGMS105 Managing Operations – Change, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS113 Managing Finance – Setting and Achieving Budgets, NGMS114 Managing Finance – Performance, NGMS115 Managing Finance – Cost and Efficiency, NGMS116 Managing Finance – Operating and Capital Expenditure, NGMS203 Analysing Environments and Organisations, NGMS216 Tactical Marketing
Content Strategies for the implementation of operations and logistics management plans and associated systems and technologies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS211 MANAGING RISK

Campus To be advised
Prerequisite(s) NGMS102 Managing operations – customer 120 120service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS110 Managing grievances and disputes, NGMS111 Managing people – workplace practice, NGMS112 Managing people - recruitment, selection and induction, NGMS113 Managing finance – setting and achieving budgets, NGMS201

Entrepreneuring and innovating, NGMS202 Forecasting futures, NGMS203 Analysing environments and organisations.
Content Nature, extent and consequences of risk inherent in organisations and organisational activities; Potential risk incidents associated with specified organisational areas, assets, activities, or proposals and estimate consequential costs; Risk management strategies and actions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS212 MANAGING FOR QUALITY

Campus To be advised
Prerequisite(s) NGMS101 Managing information, NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS111 Managing people – Workplace practice.
Content Quality, productivity enhancement; Continuous improvement; Culture, systems and processes of the organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS215 ADVOCACY AND INFLUENCE

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS203 Analysing Environments and Organisations, NGMS205 Managing in Ambiguity and Change, NGMS207 Leading and Visioning.
Content Personal skills and attributes, associations and organisational networks; Strategies and techniques to influence others and achieve desired results and goals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS216 TACTICAL MARKETING

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity, NGMS104 Managing Operations – Innovation, NGMS105 Managing Operations – Change, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS113 Managing Finance – Setting and Achieving Budgets, NGMS202 Forecasting Futures, NGMS203 Analysing Environments and Organisations
Content Establishing market goals and objectives; Establishing operational strategies and tactics.
Required Reading To be advised
Nominal Hours 20 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.

NM06 COMPUTER AIDED DRAFTING A

Campus To be advised
Prerequisite(s) EA061 Engineering graphics.
Content Identify the screen display areas, set basic parameters, select appropriate command input method, geometric construction methods and applications, produce simple drawings, save, update drawing details, access and edit existing CAD drawings, plot CAD drawings, procedures for exiting the CAD system and shutting down.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM09 CNC MACHINING

Campus To be advised
Prerequisite(s) NM05 or EA002 Engineering maths A.
Content Definitions, industrial applications, CNC machine sub units, CNC programming, FMS.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM10 CNC TURNING 1

Campus To be advised
Prerequisite(s) NM09 CNC machining.
Content Lathe tooling, cutting conditions, external and internal machining, screw cutting, work holding, CNC programming, setup, program operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM11 CNC TURNING 2

Campus To be advised
Prerequisite(s) NM10 CNC turning 1.
Content Automatic programming, unmanned projection, C axis, canned cycles, special operations, CNC production turning machines.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM12 CNC MILLING 1

Campus To be advised
Prerequisite(s) NM09 CNC machining.
Content Milling tooling, external and internal machining, CNC programming, setting up milling machines, machine and program operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM13 CNC MILLING 2

Campus To be advised
Prerequisite(s) NM12 CNC milling 1.
Content Automatic programming, unmanned production, fourth axis, thread milling, advanced programming, canned cycles, CNC production milling machines.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM14 ROBOTICS

Campus To be advised
Prerequisite(s) To be advised
Content Classification, applications. Industrial Robots. Features, specification. Programming of Robots, Safety. End effects. Installation, Maintenance. Special purpose. Social implications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM15 FITTING TECHNIQUES 1

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.
Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM22 MACHINE REPAIR AND INSTALLATION

Campus Sunshine.
Prerequisite(s) **NM28 Fitting techniques 2.**
Content This module aims to provide the student with knowledge and skills to install and repair machining.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM23 PLANT CONDITION MONITORING

Campus Sunshine.
Prerequisite(s) **NBB11.**
Content This module aims to provide the student with knowledge and skills to interpret, analyse and integrate data from process control instruments and condition monitoring systems for effective machine preventative and predictive maintenance.
Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM28 FITTING TECHNIQUES 2

Campus Sunshine.
Prerequisite(s) **NBB11, NBB09, NM15 Fitting techniques 1.**
Content This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.
Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM29 MECHANICAL POWER TRANSMISSION

Campus Sunshine.
Prerequisite(s) **NBB07, NBB13.**
Content This module aims to provide the student with knowledge and skills to select, identify the use of and maintain mechanical power transmission components.
Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM30 FLUID POWER

Campus Sunshine.
Prerequisite(s) **Nil**
Content This module aims to provide the student with knowledge and skills to identify, explain and apply operating principles and components to fluid power systems.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM31 PHEUMATICS 1

Campus Sunshine.
Prerequisite(s) **NM30 Fluid power.**
Content This module aims to provide the student with knowledge and skills to maintaining and constructing pneumatic componentry and machine control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM32 HYDRAULICS 1

Campus Sunshine.
Prerequisite(s) **NM30 Fluid power.**
Content This module aims to provide the student with knowledge and skills to maintaining and constructing hydraulic componentry and machine control circuitry.
Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

NM33 FLUID POWER CONTROL 1

Campus Sunshine.
Prerequisite(s) **NM32 or NM31, NE160.**
Content This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems, and introduces some of the concepts of automation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM34 AIR COMPRESSION DISTRIBUTION

Campus Sunshine.
Prerequisite(s) **NBB07.**
Content This module aims to provide the student with knowledge and skills to select air compressors, explain and demonstrate the operation and maintenance procedures of compressors and their distribution systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM39 ENGINES 1 – SPARK IGNITION

Campus Sunshine
Prerequisite(s) **NBB07.**
Content This module aims to provide the student with knowledge and skills to service and repair small two (2) stroke and four (4) stroke petrol engines.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM42 WATER PUMPING

Campus Sunshine.
Prerequisite(s) **NBB07.**
Content This module aims to provide the student with knowledge and skills to select, install and commission simple water pumps.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM43 PUMPS APPLICATION AND MAINTENANCE

Campus Sunshine.
Prerequisite(s) **NM42 Water pumping.**

Content This module aims to provide the student with knowledge and skills to select, test and maintain pumping systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM57 HYDRAULICS 2

Campus To be advised
Prerequisite(s**) To be advised**
Content This module aims to provide the student with knowledge and skills in the operation, maintenance and construction of hydraulic componentry, transmission systems and machine control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM58 HYDRAULICS 3

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to provide the student with knowledge and skills in hydraulic and electro-hydraulic, componentry and control systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM59 HYDRAULICS 4

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to provide the student with knowledge and skills of hydraulic components and machine control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM60 PHEUMATICS 2

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to provide the student with knowledge and practical skills in the design, construction and maintenance of pneumatic systems and plant.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM61 PHEUMATICS 3

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to provide the student with knowledge and skills of pneumatic logic components and control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM62 PHEUMATICS 4

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to provide the student with knowledge and skills in designing and constructing pneumatic logic and sequential control circuitry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM63 FLUID POWER CONTROL 2

Campus To be advised
Prerequisite(s) **To be advised**
Content This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems using Programmable Logic Controllers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NM81 CAM 1 – CONCEPTS

Campus To be advised
Prerequisite(s) EA050 Engineering computing.
Content Compute aided machining software, CAM files, Drawing tools, File management, Geometry files, Tool path definition, File transfer, CNC files
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM82 CAM 2 – 2D PROGRAMMING

Campus To be advised
Prerequisite(s) NM09 CNC machining, NM81 Cam 1 - concepts.
Content Drawing tools, Views, Mill and Lathe tool paths, File transfer, CMC Files.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM91 CAM 3 – 2D CNC MILL OPERATIONS

Campus To be advised
Prerequisite(s) NM12 CNC milling 1, NM82 Cam2 – 2D programming.
Content Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, islands/posts, CAM files, editing ENC program files, file communications, fixture, machine operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM92 CAM 4 – CNC LATHE OPERATIONS

Campus To be advised
Prerequisite(s) NM82 Cam2 – 2D programming, NM10 CNC turning 1.
Content Creating CAM geometry/graphics, toolpaths, contour, cutter, compensation, drill, screw threads, CAM support files, tooling description files, material description files, graphically providing toolpaths, post processing tool pathes, editing CNC program files, dry runs/program providing, machine operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM93 CAM 5 – 3D PROGRAMMING

Campus To be advised
Prerequisite(s) NM82 Cam 2 – 2D programming.
Content 3D component geometry, create entities/elements, edit geometry, layers/levels, contraction and work planes, AXES, level, machining axes, graphics views viewing axes, 3D machining surfaces, boundary geometry, 3D toolpath surfaces, loft, rev/spun, swept/translated, coons/forms path.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NM94 CAM 6 – 3D CNC MILL OPERATIONS

Campus To be advised
Prerequisite(s) NM91 Cam 3 – 2D CNC mill operations, NM93 Cam 5 – 3D programming.
Content 3D component geometry, layers, workholding, non toolpath data, colours 3D CNC contour, ruled, loft, rev/spun, sweep/translated, coons. Form patch, machining considerations, surface tolerance roughing suits, combined toolpath surfaces, projected toolpath, trim/bend two 3D surfaces, graphically proving techniques, machine operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NMM001 INDUSTRY CONTEXT AND FUTURE DIRECTIONS

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the knowledge and skills required to discuss the general structure, history and future ramifications of the multimedia industry, as orientation for new employees and for those preparing for employment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

NMM002 INTRODUCTION TO MULTIMEDIA AUTHORING

Campus To be advised
Prerequisite(s) Nil
Content To provide the student with the knowledge and skills to use the basic techniques in authoring interactive multimedia contents.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NMM003 VISUAL DESIGN FOR INDUSTRY

CAMPUS **TO BE ADVISED**
Prerequisite(s) Nil
Content For the student to develop an understanding of the principles of design and how these are applied in a multimedia product; To apply the two dimensional design principles to a range of multimedia tasks using both traditional and digital image applications.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NMM004 INTRODUCTION TO MULTIMEDIA

Campus To be advised
Prerequisite(s) Nil
Content This module enables the learner to describe the historical developments in the multimedia area, and to apply current and emerging practices and technologies in the development of interactive multimedia products, as orientation for new employees and for those preparing for employment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NMRK402 MARKETING LAW

Campus To be advised
Prerequisite(s) To be advised

Content Marketing industry practices; historical origins of common law and its growth into commercial law; tortious liability within the business environment; contractual agreements and their effect on business activities; consumer protection offered by common law and various State and Federal enactments; advertising in the workplace and the regulation of practices; regulation of business practices within the marketplace; intellectual and industrial property; consumers and credit contracts; Principal and Agent relationship and how it operates within a commercial context.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum.

NMRK441 SELLING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Role and importance of personal selling; Personal Selling Techniques; Sales positions and human resource needs, communication, buyer behaviour and company knowledge; Company policies, products and competition; Effective sales presentations; Complex negotiation skills; Pre-sale and post-sale activities; territory management; Legal and ethical impacts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK532 DIRECT MARKETING

Campus To be advised
Prerequisite(s) NMRK401, NMRK403.
Content Foundation knowledge of direct marketing; Role of direct marketing: Direct marketing as an element of marketing strategy; Research and segmentation to define a target in direct marketing activity; Direct marketing tactics; Develop lists; Monitor direct marketing activity.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK601 MARKETING STRATEGY

Campus To be advised
Prerequisite(s) Learners should have attained the competencies identified in the modules in Diploma of Marketing.
Content Skills to analyse, plan, implement and evaluate marketing programs; Strategic analysis for marketing management; Develop a strategic marketing plan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK602 STRATEGIC MARKETING SIMULATION

Campus To be advised
Prerequisite(s) Nil
Content Practical marketing management; Strategic marketing plans; Implement an organisation's marketing plan.
Required Reading To be advised
Nominal Hours 50 Hours

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

NMRK609 INDIVIDUAL MARKETING PROJECT

Campus St Albans
Prerequisite(s) NMRK601 Marketing Strategy
Content Identify a significant marketing related problem or opportunity with the participant's current employer or another organization. Research and select a problem/opportunity, set quantifiable objectives and formulate a detailed action plan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Project

NMRK612 PRIMARY INDUSTRY MARKETING

Campus To be advised
Prerequisite(s) NMRK401, NMRK431, NAP722 Economics for Business, NMRK531 Marketing Channels.
Content The application of the marketing concept to primary industry and agribusiness; Practical aspects of developing a suitable marketing strategy for primary and agribusiness products; Characteristics of demand for agricultural products; Price formulation and the behaviour of agricultural product prices; Government intervention in agribusiness; Market power and structure in agribusiness; Sources of competitive advantage in agribusiness; role of market intelligence and competitor analysis in agribusiness.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK613 SERVICES MARKETING

Campus To be advised
Prerequisite(s) Nil
Content Characteristics of service marketing; Marketing mix strategies; People management strategies; Procedures for ensuring service quality; Strategies for productive improvement, enhancing profitability and growing the service business.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK621 PRICING

Campus To be advised
Prerequisite(s) To be advised
Content Skills to develop pricing strategies based on sound marketing and financial principles including: Costs; Cost structures; Contribution; Margins and the effect they have on pricing decisions; Sales volumes; Medium and long-term profitability.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK632 INTERNATIONAL MARKETING

Campus To be advised
Prerequisite(s) NMRK531 Marketing Channels.
Content Basic marketing concepts to address international markets; Australia's current international standing and its operating environment; Methods to analyse opportunities and threats; Entering an International market; Culture.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK641 SALES MERCHANDISING AND PROMOTION

Campus To be advised
Prerequisite(s) NMRK402,NMRK401, NMRK541 Advertising and Promotional Management.
Content Sales merchandising and promotion campaigns; Major decisions required for sales promotions; Methods for planning sales promotions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK643 PUBLIC RELATIONS FUNDAMENTALS

Campus To be advised
Prerequisite(s) NMRK402, NMRK541 Advertising and Promotional Management.
Content The role, procedures and techniques of public relations within an organisation; Public relations in business, government, institutions and the broader environment; Public relations planning for the organisation, liaison and management functions and operations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS110.V2 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Occupational Health and Safety legislation, application and responsibilities.
Required Reading To be advised
Nominal Hours 10-15 Hours
Assessment A combination of one or more of the following: tests, written work, presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS116 KEYBOARD TECHNIQUES AND OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Occupational health and safety practices; Keyboarding techniques and operations; Identifying errors; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours

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

NOS118.V2 COMPUTER OPERATIONS – DATA RETRIEVAL

Campus To be advised
Prerequisite(s) Nil
Content Occupational Health and Safety; Retrieve, View and Close – spreadsheets, database, graphic and wordprocessing files; Recycling technique
Required Reading To be advised
Nominal Hours 6-20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS119 WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Function and structure of public and private organisations; Rights and responsibilities of employers and employees, their reciprocal nature, and the importance of
co-operation in the workplace; Principles and implementation of equal opportunity and anti-discrimination as they apply to the workplace.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS124 ACCOUNTING TO TRIAL BALANCE

Campus To be advised
Prerequisite(s) Nil
Content Accounting concepts and environment; Entry of details into journals from source documents; Posting to ledgers and extraction of trial balance; Bank reconciliations; Petty cash; Manual payroll.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS139 MEETINGS – ORGANISATION (VERSION 2)

Campus To be advised
Prerequisite(s) To be advised
Content Different types of business meetings; documentation for meetings; meeting arrangements; minutes of meeting..
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

NOS140 PRACTICAL PLACEMENT

Campus To be advised
Prerequisite(s) Nil. However, it is recommended that students gain basic office skills / competence before Practical Placement is undertaken.
Content Provides the participant with the opportunity to practice skills gained on course in a real work situation.
Required Reading To be advised

Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS149 PLANNING FOR CHANGE

Campus To be advised
Prerequisite(s) Nil
Content The external and internal environment; Strategies to optimise productivity and meet enterprise objectives; Strategies for supporting the workteam; Maximising productivity in a changing environment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS211 KEYBOARDING – SPEED AND ACCURACY

Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations.
Content Occupational health and safety practices; Keying data from straight copy to acquire an Australian Standards Speed Statement; Recycling techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS213 COMPUTER OPERATIONS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practice; Electronic file and disk management techniques; Input/output devices; LANS and common network alternatives.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS214 WORD PROCESSING FOR OPERATORS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals, NOS116 Keyboarding Techniques and Operations.
Content Occupational health and safety practices; Manual and on-line help; Simple usable business documents; Retrieve, edit, name and save documents; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS215 DATABASE FUNDAMENTALS

Campus To be advised

Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practices; Manual and on-line help; Accessing/establishing databases; Manipulating data; Creating and modifying a simple database; Report production; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS216 SPREADSHEET FUNDAMENTALS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practices; Manuals and on-line help; Design, construct, manipulate, edit; format and print a spreadsheet; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS219 ACCOUNTING – BASIC REPORTS

Campus To be advised
Prerequisite(s) NOS124 Accounting to Trial Balance.
Content General journal adjustment; Closing entries and completion of trading; Profit and loss accounts and balance sheets; Preparation of a columnar worksheet and extraction of fully classified financial reports.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS222 WORD PROCESSING – INTRODUCTION

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations – Fundamentals.
Content Occupational health and safety practices; Manuals and on-line help; Create, format, edit, save and print a simple document; Mail-merge documents; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS226 ACCOUNTS RECEIVABLE- COMPUTERISED

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval, NOS124 Accounting to Trial Balance.
Content Use accounts software to enter receivable transactions and produce accounting reports.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Each module requires 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 workplace performance.

NOS235 DESKTOP PUBLISHING – INTRODUCTION

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Basic skills and knowledge to use desktop publishing.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Each module requires 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 workplace performance.

NOS250 INTRODUCTION TO THE INTERNET

Campus To be advised
Prerequisite(s) NOS143 Computer Operations – Fundamental.
Content Basic knowledge of the internet; The purpose and development of the internet; Features of the internet; Services provided; Accessing and locating information on the internet.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS304 WORD PROCESSING – ADVANCED OPERATOR

Campus To be advised
Prerequisite(s) NOS211 Keyboarding speed and accuracy, NOS214 Wordprocessing for operators.
Content Occupational health and safety practices; Complex usable business documents; Retrieve, edit, reformat complex documents; Manipulate existing multi-page documents; Mail-merge documents; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS305 TEXT PRODUCTION

Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations, NOS211 Keyboarding speed and accuracy.
Content Occupational health and safety practices; Simple usable business documents; Identifying errors; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS319 DESKTOP PUBLISHING FOR OPERATORS

Campus To be advised
Prerequisite(s) NOS222 Word processing – Introduction or NOS214 Wordprocessing for operators.
Content Skills and knowledge to produce useable business documents using desktop publishing software.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment Each module requires 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 workplace performance.

NRT206 ROAD LAW UNDERSTANDING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Identify and explain road signs and road markings; Describe road laws and regulations and explain their application to case studies; Describe road laws and regulations relating to heavy vehicles and explain their application to case study situations (this outcome is applicable to Heavy Vehicle students only).
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

NRT210 SAFE AND EFFICIENT CAR DRIVING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe the patterns, causes and consequences of road accidents and the use of protective devices to minimise road accident trauma; Describe basic psychological principles relating to the driving task and risk taking behaviour; Drive a car in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of the car.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT211 SAFE AND EFFICIENT HEAVY VEHICLE DRIVING

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the patterns, causes and consequences of road accidents; Describe basic psychological principles relating to the driving task and risk-taking behaviour; Drive a heavy vehicle in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of a heavy vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT380 THE DRIVING INSTRUCTION INDUSTRY

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the characteristics of the motor vehicle driving instruction industry; Describe the legal requirements of the driving instruction industry, and the code of ethical and professional conduct required of its members; Identify personal requirements to promote the motor vehicle driving instruction industry to the community; Describe and demonstrate emergency and reporting procedures required to manage a road crash and vehicle breakdown.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

NRT381 THE LEARNER DRIVER

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Explain the concept of competency and apply its meaning to the role of driving a vehicle; Describe the principles of adult learning and their application to the task of training learner drivers.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT382 MOTOR VEHICLE INSTRUCTION METHOD

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the basic concepts, features and reasons for a systematic approach to driving, and apply a systematic approach to the instruction of learner drivers on specific procedures and manoeuvres; Deliver instruction on pre-driving checks, vehicle components, instruments, and controls; Operate left seat controls appropriately to assist learner drivers; Deliver instruction on starting, driving and stopping the vehicle; Deliver instruction on driving procedures and maneouvres in traffic and an open road and negotiating slow speed manoeuvres; Deliver instruction on coupling and uncoupling a trailer (this outcome is applicable to Heavy Vehicle students only).
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT383 TRAINING VEHICLE PRESENTATION AND MAINTENANCE

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Undertake procedures to clean the training vehicle and arrange for routine servicing; Describe the safety precautions and hand tools associated with basic maintenance of the component systems of the training vehicle; Undertake basic fault diagnosis on the component systems of the training vehicle; Undertake basic repairs and maintenance or arrange for repairs to the training vehicle; Describe and demonstrate procedures and safety considerations associated with LPG equipment vehicles.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

NRT384 COMMUNICATION SKILLS FOR DRIVING INSTRUCTORS

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe the elements and principles of effective communication between instructor and learner driver(s) and identify barriers to communication; Demonstrate clear, concise instructional language techniques; Demonstrate active listening and questioning techniques, and techniques for giving constructive feedback; Describe and demonstrate quality customer relations principles.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT385 PLANNING DRIVER TRAINING PROGRAMS

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Analyse a driving task for which training is planned; Establish the existing competency level of a learner driver; Develop a training plan for a program of instruction for a learner driver, and establish a system to record training; Prepare learning outcome statements for a

competency-based driver training session; Design training routes to meet the learning needs of learner drivers.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT386 DELIVERING ONE-TO-ONE DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Develop session plans for one-to-one driver training sessions; Describe and demonstrate strategies for effective one-to-one driver training presentations; Develop effective training aids to support one-to-one driver training presentations; Present one-to-one competency-based training sessions to a learner driver and evaluate the delivery of the sessions.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT387 DELIVERING GROUP DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Develop session plans for group driver training sessions; Describe and demonstrate strategies for effective group driver training presentations; Develop effective training aids to support group driver training presentations; Present group competency-based training sessions to learner drivers and evaluate the delivery of the session.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT388 ASSESSING LEARNER DRIVERS

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the purpose of assessment, and principles and strategies of competency-based assessment; Describe the process and procedures for assessing learner drivers; describe procedures to assess the learner driver against the learning outcomes of the training program, or the licence requirements; Describe the process of providing feedback to the learner driver and describe procedures to record and secure assessment records; Describe methods of evaluating the assessment procedure.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

NRT389 EVALUATING AND REPORTING DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe procedures to evaluate driver training sessions; Describe procedures to evaluate driver training programs; Describe procedures to record and report outcomes of driver training.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

NUE052 APPLIED ELECTRICITY 1

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide students with an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of EMF.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

NUE053 MATHEMATICAL SKILLS FOR THE ELECTROTECHNOLOGY TRADE

Campus To be advised
Prerequisite(s) Nil
Content This module is intended to prepare students with mathematical skills necessary for installation planning, modification, fault diagnosis and repair work in the electrical industry. The module ensures a sound foundation for further education and training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NUE054 APPLIED ELECTRICITY 2

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to expand the knowledge of the students of the relationship between voltage, current and resistance and the power dissipated in circuits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum.

ORG201A ORGANISE OWN WORK SCHEDULE – TEAM GOALS

Campus To be advised
Prerequisite(s) Nil
Content Organise and complete own work schedule.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG301A COORDINATE OWN WORK SCHEDULE WITH OTHERS

Campus To be advised
Prerequisite(s) Nil
Content Develop own work schedule to achieve team goals; Coordinate own work schedule with others.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG302A ORGANISE SCHEDULE ON BEHALF OF OTHERS

Campus To be advised
Prerequisite(s) Nil
Content Make and record appointments; Make travel and accommodation bookings.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG401A PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY

Campus To be advised
Prerequisite(s) Nil
Content Organise business itinerary; Identify credit facilities.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG402A PLAN MEETINGS TO MEET OBJECTIVES

Campus To be advised
Prerequisite(s) Nil
Content Meeting arrangements; Documentation for meetings; Minutes of meeting.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG403A COORDINATE ADMINISTRATION – TEAM PROJECTS

Campus To be advised
Prerequisite(s) Nil
Content Project planning and administration.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG501A MANAGE MEETINGS TO ACHIEVE TEAM GOALS

Campus To be advised
Prerequisite(s) Nil
Content Organising and conducting meetings.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG502A PLAN AND MANAGE CONFERENCES

Campus To be advised
Prerequisite(s) Nil
Content Plan, organise and promote a conference; Coordinate and follow up conference proceedings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG503A PLAN, ESTABLISH OFFICE SYSTEMS AND PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Plan, implement and monitor office administration system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

ORG504A REVIEW OFFICE SYSTEMS AND PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Determine capacity of administrative structure to meet enterprise goals; Enable administrative change and implement change.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment Administration Training Package Guidelines for Assessment of Qualification.

PMLCOM300A COMMUNICATE WITH OTHER PEOPLE

Campus To be advised
Prerequisite(s) Nil
Content Receive and act upon instructions; Receive and convey messages; Demonstrate appropriate interpersonal skills; Provide appropriate information.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLCOM500A PROVIDE INFORMATION TO CUSTOMERS

Campus To be advised
Prerequisite(s) PMLCOM300A Communicate with other people.
Content Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLCOM600A DEVELOP AND MAINTAIN LABORATORY DOCUMENTATION

Campus To be advised
Prerequisite(s) PMLCOM500A Provide information to customers, PMLQUAL401A Apply quality system and continuous improvement processes.
Content Recognise documentation need/deficiency; Develop/revise documentation; Communicate and evaluate changes to laboratory documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLDATA300A PROCESS AND RECORD DATA

Campus To be advised
Prerequisite(s) Nil
Content Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

PMLDATA500A ANALYSE DATA AND REPORT RESULTS

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data.
Content Perform laboratory computations; Analyse trends and relationships in data; Determine variation and/or uncertainty in data distributions; Check for aberrant results; Report results.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

PMLDATA501A USE LABORATORY APPLICATION SOFTWARE

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data.

Content Access application software; Use software for specified purposes; Produce reports of retrieved data and/or processed data; Perform simple record housekeeping.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE

Campus To be advised
Prerequisite(s) Nil
Content Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLOHS300A WORK SAFELY IN ACCORDANCE WITH DEFINED POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Follow established work practices and instruction aimed at keeping immediate work environment safe; Follow established safe work practices and procedures to maintain safe systems of work; Safely store, collect and dispose of hazardous materials; Respond effectively to incidents, accidents and emergencies; Maintain personal health in the workplace; Refer to relevant regulations and procedures to ensure regulatory requirements are met; Follow risk control measures to minimise environmental hazards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLOHS600A IMPLEMENT AND MONITOR RISK MANAGEMENT PROCESSES ASSOCIATED WITH OHS AND ENVIRONMENTAL POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Provide information to the work group and handle issues that arise; Implement and monitor workplace procedures for identifying hazards and assessing risks; Implement and monitor workplace procedures for controlling risk; Implement workplace procedures for dealing with hazardous events; Arrange for training; Keep accurate records.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLORG300A FOLLOW ESTABLISHED WORK PLAN

Campus To be advised
Prerequisite(s) Nil
Content Organise daily work activities; Follow work plan; Modify work plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMLORG600A SUPERVISE LABORATORY OPERATIONS IN WORK/FUNCTIONAL AREA

Campus To be advised

Prerequisite(s) PMLCOM500A Provide information to customers, PMLQUAL401A Apply quality system and continuous improvement processes, PMLORG500A Schedule laboratory work for a small team.
Content Program an direct work practices within functional area; Manage personnel within work area; Establish resource requirements and operating budgets; Procure resources to achieve operational plans; Monitor and optimise operational performance and resource usage.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLORG601A MAINTAIN REGISTRATION AND STATUTORY OR LEGAL COMPLIANCE IN WORK/FUNCTIONAL AREA

Campus To be advised
Prerequisite(s) PMLQUAL401A Apply quality system and continuous improvement processes, PMLORG500A Schedule laboratory work for a small team.
Content Interpret and communicate current legislation, codes and standards; Ensure that work practices meet compliance requirements; Monitor, analyse, adjust and report performance; Investigate, rectify and report non-conformance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

PMLQUAL300A CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES

Campus To be advised
Prerequisite(s) Nil
Content Apply quality control procedures; Contribute to quality improvements; Maintain commitment to enterprise quality standards in own work; Assist in maintaining customer relationships; Update knowledge and skills as required.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLQUAL400A CONTRIBUTE TO ON-GOING DEVELOPMENT OF HACCP PLANS

Campus To be advised
Prerequisite(s) Nil
Content Review HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Campus To be advised
Prerequisite(s) Nil
Content Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation action; Recommend corrective and/or optimisation actions; Participate in the implementation of recommended action(s); Participate in the development of continuous improvement strategies.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

PMLSAMP400A OBTAIN REPRESENTATIVE SAMPLES IN ACCORDANCE WITH SAMPLING PLAN

Campus To be advised
Prerequisite(s) Nil
Content Prepare for sampling; Obtain the samples; Prepare sample for testing; Store backup samples; Dispose of waste and spent samples.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLTEAM300A WORK EFFICIENTLY AS PART OF A TEAM

Campus To be advised
Prerequisite(s) Nil
Content Work in a team environment; Complete allocated work; Identify and resolve work problems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMLTEAM600A MANAGE AND DEVELOP TEAMS

Campus To be advised
Prerequisite(s) PMLCOM500A Provide information to customers, PMLTEAM300A Work efficiently as part of a team.
Content Promote team effectiveness; Identify and develop individual potential Monitor individual and team performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLTEST300A PERFORM BASIC TESTS

Campus To be advised
Prerequisite(s) Nil
Content Receive, label and store samples for testing; Prepare sample; Perform tests on samples.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLTEST301A PERFORM BIOLOGICAL LABORATORY PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Prepare specimens for microscopic examination; Stain smears, films, sections and whole mounts; Process plant and animal tissue; Cut sections of plant and animal tissue; Count cells; Work safely to protect the safety of self and other workers.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

PMLTEST302A CALLIBRATE TEST EQUIPMENT AND ASSIST WITH ITS MAINTENANCE

Campus To be advised
Prerequisite(s) Nil
Content Perform set up and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

PMLTEST305A PERFORM ASEPTIC TECHNIQUES

Campus To be advised
Prerequisite(s) Nil
Content Prepare for aseptic sampling or transfer; Transfer materials aseptically; Maintain work area and equipment to prevent cross-infection and contamination.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLTEST400A PERFORM INSTRUMENTAL TESTS/PROCEDURES

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data, PMLTEST300A Perform basic tests, PMLTEST301A Perform biological laboratory procedures.
Content Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

PMLTEST401A PERFORM NON-INSTRUMENTAL TESTS/PROCEDURES

Campus To be advised
Prerequisite(s) PMLTEST300A Perform basic tests.
Content Prepare sample; Test sample; Process data; Maintain a safe work environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

PMLTEST402A PREPARE, STANDARDISE AND USE SOLUTIONS

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data.
Content Prepare solutions; Standardise and use volumetric solutions; Calculate and record data; Monitor the quality of laboratory solutions.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

PMLTEST500A CALIBRATE AND MAINTAIN INSTRUMENTS

Campus To be advised
Prerequisite(s) PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures.
Content Perform set up and pre-use safety checks; Perform calibration checks; Maintain equipment.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

PMLTEST501A PERFORM MICROBIOLOGICAL TESTS

Campus To be advised
Prerequisite(s) PMLTEST305A Perform aseptic techniques, PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures

that can assist in the identification of micro-organisms; Estimate the number and/or size of micro-organisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

PMLTEST502A PERFORM HAEMATOLOGICAL TESTS

Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 135 Hours
Assessment As per accredited curriculum

PMLTEST503A PERFORM HISTOLOGICAL TESTS

Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS

Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 130 Hours
Assessment As per accredited curriculum

PMLTEST505A CONDUCT SENSORY ANALYSIS

Campus To be advised
Prerequisite(s) PMLDATA300A Process and record data, PMLCOM300A Communicate with other people.
Content Select panellists for sensory analysis; Prepare panellists for sensory analysis; Prepare samples for sensory analysis; Conduct routine sensory analysis; Evaluate and report findings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES

Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical procedures; Report and communicate test results.

Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES

Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PMLTEST508A PERFORM ECOLOGICAL TECHNIQUES

Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures, PMLTEST305A Perform aseptic techniques, PMLTEST400A Perform instrumental tests/procedures.
Content Process specimens and documentation; Participate in the identification an classification of species; Maintain viability and integrity of specimens during experimentation; Integrate laboratory and field data.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PRSSGO4A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Act on instructions from supervising staff; Manage information relating to the workplace; Document incidents; Communicate verbally; Interact with the customer; Provide advice to clients, customers and the public.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

PRSSGO5A MANAGE CONFLICT

Campus To be advised
Prerequisite(s) To be advised
Content Identify conflict situations; Manage conflict situation.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum.

PRSSG06A MAINTAIN OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s)
Content Identify OH&S risks; Contribute to the ongoing development of the organisation's OH&S procedures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum.

PRSSG07A MANAGE OWN PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised

Content Plan for completion of own workload; Maintain quality of own performance.
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum

PRSSGO8A OPERATE BASIC SECURITY EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Operate communication equipment; Operate computer equipment; Check basic monitoring equipment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG17A MAINTAIN AN EFFECTIVE RELATIONSHIP WITH CLIENTS/CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain a professional image; Meet client/customer requirements; Build credibility with customers/clients.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRSSG18A WORK AS PART OF A TEAM

Campus To be advised
Prerequisite(s) To be advised
Content Establish role within the team; Build credibility with other team members; Contribute to team effectiveness; Maintain an effective team reporting procedure; Provide back-up support.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

PRSSG28A INTERPRET AND COMPLY WITH LEGAL AND PROCEDURAL REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Identify and apply regulatory guidelines to the requirements of the security function; Confirm assignment procedures; Complete relevant documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PUXEME001A PROVIDE EMERGENCY CARE

Campus South Melbourne
Prerequisite(s) Nil
Content Identify need for emergency care; Ensure personal safety; Protect casualty and others from further harm; Reassure casualty; Assess casualty and plan course of action; Implement emergency care procedures; Work cooperatively with personnel from other organisations; Recover and restore first aid equipment; Complete documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

RUVVEN201A CARRY OUT RECEPTION DUTIES

Campus To be advised
Prerequisite(s) To be advised

Content Compile patient and client histories; Consult duty veterinarian; Maintain patient records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN202A CARRY OUT DAILY CLINIC ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Maintain clinic hygiene; Carry out daily treatment of patients; Maintain clinic security.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN203A CARRY OUT SURGERY PREPARATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare animals for surgery; Prepare theatre or surgical operating area for use; Provide pre and post operative animal care; Clean theatre equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN204A FOLLOW CLINIC OCCUPATIONAL HEALTH AND SAFETY (OHS) PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Comply with provisions of relevant state OHS legislation; Follow clinic procedures for hazard identification and risk control; Administer first aid.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN205A USE HAZARDOUS SUBSTANCES SAFELY

Campus To be advised
Prerequisite(s) To be advised
Content Handle hazardous substances; Store hazardous substances; Transport hazardous substances; Use hazardous substances; Act in emergency situations with hazardous substances.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN206A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Gather, record and convey data; Gather, record and provide information in response to workplace requirements; Participate in work groups or teams; Participate in workplace meetings; Interact with others in the workplace; Communicate with the industry network.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN207A ACT TO MINIMISE EMERGENCIES AND RESPOND TO A VARIETY OF SITUATIONS

Campus To be advised
Prerequisite(s) To be advised

Content Act to minimise emergency situations; Act as instructed in emergencies; Implement fire prevention and control on site and in the clinic; Participate in arrangements for maintaining health and safety of all people in the workplace.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN208A PLAN DAILY WORK ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Interpret work schedules; Organise materials and equipment; Respond to problems as they occur.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

RUVVEN301A CARRY OUT PATIENT ADMISSION AND DISCHARGE

Campus To be advised
Prerequisite(s) To be advised
Content Co-ordinate clinic admissions; Provide veterinary nursing care; Provide grief support to clients/animal owners; Implement discharge procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVVEN302A APPLY RADIOGRAPHIC ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare radiographic environment; Prepare radiographic equipment; Implement radiographic procedures; Carry out post-radiographic procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

RUVVEN303A IMPLEMENT CLINIC PATHOLOGY SUPPORT PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Implement pathology procedures; Prepare for post mortem examination.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

RUVVEN304A PROVIDE CLINIC ADMINISTRATION SUPPORT

Campus To be advised
Prerequisite(s) To be advised
Content Provide stock control; Maintain breed records; Keep practice accounts; Prepare correspondence.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

RUVVEN305A CARRY OUT SURGICAL NURSING ROUTINES

Campus To be advised
Prerequisite(s) To be advised

Content Prepare routine surgery equipment; Provide support for routine surgical procedures; Monitor patient and anaesthesia; Sterilise theatre instruments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUVVEN306A PROVIDE ANIMAL CARE

Campus To be advised
Prerequisite(s) To be advised
Content Identify patients; Provide routine animal health advice; Communicate with owners concerning hospitalised patients; Recognise and identify signs of pain; Provide animal care in pain situations; Care for animals; Care for hospitalised animals; Provide animal First Aid.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

RUVVEN307A APPLY SPECIFIC CLINIC ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for ultrasound procedures; Prepare for endoscopic and laparoscopic procedures; Prepare for electrocardiographic (ECG) trace procedures; Prepare for medical procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN401A APPLY HAEMATOLOGY AND BLOOD CHEMISTRY TESTS AND OTHER TEST PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Carry out sample collection procedures; Perform appropriate haematology and blood chemistry tests and other tests; Communicate and record test results.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

RUVVEN402A COORDINATE THEATRE ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Prepare surgery schedules; Implement surgery preparations; Prepare theatre personnel; Carry out post-operative theatre routines.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN403A CARRY OUT NURSING PROCEDURES FOR NON-ROUTINE SURGERY

Campus To be advised
Prerequisite(s) To be advised
Content Perform defined surgery procedures under veterinary supervision; Monitor anaesthesia veterinary direction; Maintain anaesthetic equipment; Prepare for non-routine procedures; Perform post-operative procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

RUVVEN404A IMPLEMENT CLINIC OFFICE ROUTINES

Campus To be advised
Prerequisite(s) To be advised
Content Manage financial records; Maintain veterinary supplies; Manage animal patient process; Maintain clinic policy.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVVEN405A PROVIDE SPECIFIC ANIMAL CARE ADVICE

Campus To be advised
Prerequisite(s) To be advised
Content Provide specific clinical care advice; Provide animal care product advice; Provide animal nutritional advice.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

SB01 AN INTRODUCTION TO SMALL BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content Define small business in Australia and the way it is affected by changes in the economy; Outline the characteristics that need to be considered in exploring a small business opportunity; Specify the knowledge, abilities and personal characteristics required to start a successful small business; Select a suitable location and premises for a small business, having regard to the tenancy costs and the constraints of the various laws and regulations; Conduct effective market research; Use marketing to facilitate business success; Develop a successful promotional plan for a small business; Establish an appropriate business structure for a small business, and the legal and protective means required to start up, monitor and maintain a small business; Describe how to establish a business plan, set goals and use appropriate time management strategies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SB02 FINANCIAL RECORD KEEPING FOR SMALL BUSINESS

Campus Footscray Nicholson, Werribee, Melton, Sunbury.
Prerequisite(s) Nil
Content Set up and use an effective financial recording system; Cash journals; Debtors record systems; Petty cash; Bank reconciliation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB03 MARKETING AND SALES PROMOTION

Campus Footscray Nicholson, Werribee, Melton, Sunbury.
Prerequisite(s) Nil
Content The concept of marketing; Market share; Market research; Marketing mix; Pricing strategies; Distribution strategies; Promotional and competitive strategies
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB04 CUSTOMER RELATIONS

Campus Footscray Nicholson, Werribee, Melton, Sunbury.
Prerequisite(s) Nil
Content Identification of customer needs: Staff training in customer service; Handling customer concerns and complaints; Strategies to increase average sales per customer; Quality standards.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB05 TIME MANAGEMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Reasons for effective time management; Common time wasters and ways to avoid them; A time management plan; Use of time management tools.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB06 THE BUSINESS PLAN

Campus Footscray Nicholson, Werribee, Melton.
Prerequisite(s) Nil
Content Format and purpose of the business plan; Processes required for successful planning; Marketing operational and the financial plans.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB07 HUMAN RESOURCE MANAGEMENT

Campus Footscray Nicholson, Werribee.
Prerequisite(s) Nil
Content Statutory requirements relating to employment; Provision of an effective work environment; Staff selection and motivation; Issue resolution.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB08 MONITORING BUSINESS PERFORMANCE

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Establishment and use of measures of day to day profitability; Use of balance sheets to assess financial stability; Setting up of a cash budget; Establishment of an effective stock control system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group

activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB09 QUALITY CONCEPTS FOR SMALL BUSINESS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Principles and practices in Total Quality Management Systems and how these can be implemented into Small Business.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB10 CUSTOMER DRIVEN BUSINESS STRATEGIES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Customer Strategies based on Quality Principles and how to implement.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB11 QUALITY SYSTEMS TECHNIQUES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Quality Systems Techniques for small to medium sized enterprises.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB12 PERSONAL SKILLS FOR SMALL BUSINESS MANAGERS

Campus Footscray Nicholson, Werribee, Melton, Sunbury.
Prerequisite(s) To be advised
Content Explore personal attributes; investigate their impact on the effectiveness of business activities; develop and enhance those attributes that are important to the operation of a small business.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SB13 EXPORT FOR SMALL BUSINESS

Campus Footscray Nicholson.
Prerequisite(s) To be advised
Content Fundamental assessments of business preparedness for export and viable export strategies.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRG01 ENGLISH LANGUAGE STUDIES

Campus To be advised
Pre requisites Nil
Content Comprehend different registers and styles of English speech in Australia; Comprehend and take notes from information given orally in a context relevant to further education and training; Participate in group discussions; Use spoken English in a range of contexts related to further education and training; Develop reading strategies for comprehension of a broad range of texts; Demonstrate the use of appropriate technical language used in the golf industry; Engage in casual conversation with another person whilst playing golf.
Hours 256 Hours
Assessment To be advised

SRG02 COMPUTER STUDIES

Campus To be advised
Pre requisites Nil
Content Manage files and directories on a personal computer using commands to create, copy, delete, move, modify files and directories; Administer a personal computer using appropriate security procedures such as virus detection; Use a word processor to improve writing skills; Access and locate information on the Internet.
Hours 56 Hours
Assessment To be advised

SRG03 SKILL ACQUISITION

Campus To be advised
Pre requisites Nil
Content Outline and explain the characteristics and basic principles underlying skill acquisition; Outline and analyse the characteristics of the three stages of learning a motor skill; Outline and demonstrate the different ways in which skills can be classified; Analyse the mechanisms involved in the processing of a motor skill; Outline, explain and demonstrate the importance of the structure of practices when learning a skill; Demonstrate ways in which learning can be facilitated be providing appropriate feedback to the performer.

Hours 24 Hours
Assessment To be advised

SRGO4 ANATOMY

Campus To be advised
Pre requisites Nil
Content Outline the basic terminology used in describing anatomical orientation and explain how this information can be used in prescribing training; Identify and describe the function of the bones that make up the human skeletal system and explain how this information can be used in prescribing training; Outline the structure and function of cartilage, tendons, ligaments and synovial membranes and explain how this information can be used in prescribing training; Identify and describe the types and range of movement of joints and explain how this information can be used in prescribing training; Explain the physiology of muscle contraction and explain how this information can be used in prescribing training; Identify the major muscles and describe their attachments and actions and explain how this information can be used in prescribing training; Outline the structure and function of the nervous system and explain how this information can be used in prescribing training; Explain the structure and function of the circulatory and respiratory systems and how this information can be used by the coach to prescribe training.

Hours 40 Hours
Assessment To be advised

SRG05 PROFESSIONAL GOLF MANAGEMENT 1

Campus To be advised
Pre requisites Nil
Content Outline the role of the recreation industry in Korean society; Outline the components and structure of the recreation industry in Korea; Outline the role of administrators and staff in a recreation organisation; Assess the social and economic significance of the

recreation industry Korea; Analyse the need for a code of conduct in a recreation organisation; Outline historical changes in the patterns of recreational activity in Korea; Outline the benefits to the individual of regular participation in physical activity; Identify and explain the exercise preferences of both men and women and how these may vary with age and other lifestyle changes; Outline the history of golf; Explain the rules relating to the game of golf; Explain the rules relating to the administration of golf; Outline the etiquette involved in the game of golf; Outline safety considerations when participating in the game of golf.

Hours 64 Hours
Assessment To be advised

SRG06 FIRST AID

Campus To be advised
Pre requisites Nil

Content Demonstrate first aid procedures.

Hours 8 Hours
Assessment To be advised

SRG07 MOVEMENT EFFICIENCY

Campus To be advised
Pre requisites Nil

Content Outline the characteristics and basic principles underlying efficient movement; Demonstrate ways in which technique in golf can be improved by applying the basic principles of movement efficiency; Outline and apply postural considerations involved in physical activities, including golf; Explain and demonstrate the way in which the principles of movement efficiency can be incorporated in a golf activity to reduce the risk of injury; Outline and explain how basic movement efficiency principles can influence the selection of equipment for a variety of physical activities, including golf.

Hours 16 Hours
Assessment To be advised

SRG08 TRAINING PRINCIPLES 1

Campus To be advised
Pre requisites Nil

Content Outline and analyse the basic principles of training.

Hours 16 Hours
Assessment To be advised

SRG09 NUTRITION FOR SPORT

Campus To be advised
Pre requisites SRG04 Anatomy

Content Outline the basic principles and benefits of a balanced diet; Outline the basic principles and benefits of the training diet; Outline the basic principles and benefits of a competition diet; Outline the basic principles and benefits of the recovery diet; Outline the dietary requirements for different categories of sports; Recognise athletes in need of expert nutrition assessment and advice and explain how to access an appropriate sports dietician; Recognise and access appropriate nutrition education resources.

Hours 16 Hours
Assessment To be advised

SRG10 SPORTS PSYCHOLOGY 1

Campus To be advised
Pre requisites Nil

Content Outline the role of sports psychology in coaching; Assess and apply alternative strategies for motivating athletes in individual and team contexts; Assess and apply alternative strategies for setting individual and team goals; Assess and apply alternative strategies for promoting group cohesion and team spirit; Outline the role of the coach in dealing with winning and losing in individual and team situations; Assess and apply alternative time management strategies.

Hours 16 Hours
Assessment To be advised

SRG11 SPORTS COACHING 1

Campus To be advised
Pre requisites Nil

Content Explain the role and responsibilities of the coach, examine a range of coaching styles and apply strategies for evaluating personal coaching style; Evaluate alternative coaching philosophies and the factors involved in formulating and implementing a coaching philosophy; Examine the key features of a code of ethics and identify the ways of developing and implementing a code of ethics for coaches; Evaluate alternative strategies for working effectively with participants, administrators, officials, other coaches and parents; Assess the legal issues impacting on coaches and strategies that can be adopted to minimise the risks associated with the performance of coaching duties; Outline the principles of planning and their application in coaching operations; Outline the components of an annual training plan and the procedures involved in establishing, implementing and reviewing the plan; Outline the procedures for establishing and maintaining records of coaching activities.
Hours 40 Hours
Assessment To be advised

SRG12 GOLF PRACTICUM 1

Campus To be advised
Pre requisites Nil

Content Analyse an advanced skill of golf; Identify preferred teaching methods and coaching/teaching styles to develop the advanced skills of golf; Assess player/s readiness to acquire and perform the advanced skill/s of golf; Conduct drills, activities and/or games to teach of develop the advanced skills of golf; Review and adapt the teaching of an advanced skill in response to feedback; Assess player/s readiness to implement advanced tactics and strategies of golf.

Hours 96 Hours
Assessment To be advised

SRG13 ENGLISH LANGUAGE STUDIES 2

Campus To be advised
Pre requisites SRG01 English Language Studies 1

Content Comprehend and make notes from material written in an academic register; Communicate in written English; Write for a range of academic tasks; Use library or other facilities to locate and extract information and resources; Develop strategies for learning in the Australian education and training system; Demonstrate the use of appropriate technical language used in the golf industry; Engage in casual conversation with another person whilst playing golf.

Hours 256 Hours
Assessment To be advised

SRG14 INSTRUCTIONAL SKILLS

Campus To be advised
Pre requisites Nil

Content Evaluate and apply the procedures for organising and controlling participants involved in an instructional activity; Explain and apply the processes involved in demonstrating, observing, analysing and providing feedback; Outline and demonstrate

instructional techniques that can be used when teaching simple and complex skills; Explain and demonstrate the use of audio-visual equipment when demonstrating, observing, analysing and providing feedback in an instructional activity.

Hours 32 Hours
Assessment To be advised

SRG15 PHYSICAL DEVELOPMENT AND PERFORMANCE FACTORS

Campus To be advised
Pre requisites Nil

Content Outline the ways in which physical, psychological and mental changes at different stages of maturation impact on performance in physical activities.

Hours 16 Hours
Assessment To be advised

SRG16 PROFESSIONAL GOLF MANAGEMENT 2

Campus To be advised
Pre requisites SRG05 Professional Golf Management 1

Content Outline the role of the leader and analyse alternative leadership styles in the context of the recreation industry; Examine and discuss the transition process involved in moving to a managerial position in a recreation organisation; Analyse the communication skills required by a manager in a recreation organisation; Outline the types of groups or teams in a recreation organisation and apply the leadership skills required to lead and motivate groups; Examine the role and implementation of delegation processes for a manager in a recreation organisation; Analyse the importance of positive public relations in a recreation organisation; Outline the processes involved in planning a public relations program for a recreation organisation; Outline the strategies involved in developing a media release; Outline the processes involved in planning and implementing an effective media presentation; Establish and maintain procedures for identifying hazards in a recreation organisation.

Hours 64 Hours
Assessment To be advised

SRG17 SPORTS TRAINER

Campus To be advised
Pre requisites SRG06 First Aid

Content Undertake and satisfactorily complete the Sports Medicine Australia Level One Sports Trainers Course or equivalent.

Hours 32 Hours
Assessment To be advised

SRG18 FOUNDATIONS OF SPORT SCIENCE

Campus To be advised
Pre requisites SRG04 Anatomy

Content Outline and analyse the different energy systems used by the body while exercising; Outline and analyse the body's responses to exercise.

Hours 48 Hours
Assessment To be advised

SRG19 BIOMECHANICS

Campus To be advised
Pre requisites SRG07 Movement efficiency

Content Outline, analyse and implement ways of improving sporting performance by applying biomechanical principles.

Hours 16 Hours
Assessment To be advised

SRG20 TRAINING PRINCIPLES 2

Campus To be advised
Pre requisites SRG08 Training Principles 1

Content Analyse how a coach can apply principles of training in designing an individualised training schedule.

Hours 16 Hours
Assessment To be advised

SRG21 TECHNOLOGY IN TRAINING

Campus To be advised
Pre requisites Nil

Content Outline and apply methods used to analyse performance; Outline and analyse the effects on performance of developments in equipment, playing surfaces and clothing in a range of activities; Describe how changes in training methods have been influenced by technological advances; Identify technique changes that may have occurred as a result technological developments in sport.
Hours 16 Hours
Assessment To be advised

SRG22 SPORTS PSYCHOLOGY 2

Campus To be advised
Pre requisites SRG10 Sports Psychology 1

Content Outline and analyse the factors that may influence an athlete's mental preparation; Evaluate alternative approaches to mental preparation; Outline the reasons for, as well the processes involved in, performance planning; Outline and analyse the use of mental rehearsal in preparing for physical performance; Evaluate alternative techniques for developing self control skills as a part of mental preparation; Analyse the ways in which a coach can apply the principles of mental preparation when developing a competition day routine.

Hours 16 Hours
Assessment To be advised

SRG23 SPORTS COACHING 2

Campus To be advised
Pre requisites SRG11 Sports Coaching 1

Content Outline the different styles used in coaching team sports and explain how these can develop team cohesiveness; Discuss factors influencing the organisation of training sessions for a team; Discuss factors influencing the planning on an annual training program for a team; Develop a progressive game skill training program for a specific team sport; Outline the different aspects of team organisation that may be part of the role of the team coach.

Hours 40 Hours
Assessment To be advised

SRG24 GOLF PRACTICUM 2

Campus To be advised
Pre requisites Golf Practicum 1

Content Teach or develop pre-match/game/competition analysis and preparation; Teach or develop in-match/game/competition analysis and decision making; Teach or develop post-match/game/competition analysis and follow-up; Appraise golf equipment; Identify preferred equipment designs and fitting methods to enhance the skills of golf; Identify acceptable methods of equipment repair and alteration; Assess suitability of equipment recommendation to player; Review and adapt the recommended equipment to the player.

Hours 96 Hours

Assessment To be advised

SRSCOA001A OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES

Campus South Melbourne
Prerequisite(s) Nil
Content Access ongoing coach education; Operate in accord with the legal and ethical responsibilities of a coach; Address drugs in sports issues; Working with officials and support personnel; Identify common coaching styles; Develop a philosophy of coaching.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRSCOA002A PLAN INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Campus South Melbourne
Prerequisite(s) SRXCAI004A Plan a sport and recreation session for clients; Relevant sport specific unit/s of competency
Content Establish effective communication; Collect information to plan an individualised training program; Design individualised training programs in consultation with clients; Resource an individualised training program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRSCOA003A CONDUCT, MONITOR AND ADJUST AN INDIVIDUALISED PROGRAM OF TRAINING SESSIONS TO IMPROVE SKILLS

Campus South Melbourne
Prerequisite(s) SRXCAI004A Plan a sport and recreation session for clients; SRSCOA002A Plan individualised training programs to improve skills; Relevant sport specific unit/s of competency
Content Assess conditions and prepare clients for participation; Co-ordinate and allocate equipment and/or resources; Establish and maintain effective communication; Assess client's readiness to acquire and/or perform new skills; Conduct drills, activities and/or games to teach or develop relevant sport specific skill/s; Teach relevant sport specific skill/s; Monitor client's participation; Provide feedback on performance; Prepare clients to conclude the program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSCOA004A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS

Campus South Melbourne
Prerequisite(s) SRXCAI004A Plan a sport and recreation session for clients; SRSCOA002A Plan individualised training programs to improve skills; SRSCOA003A Conduct, monitor and adjust an individualised program of training sessions to improve skills; Relevant sport specific unit/s of competency
Content Evaluate the effectiveness of an individualised training program; Treatment of results; Identify personal development objectives; Analyse and modify an individualised training program; Discuss outcomes of evaluation with clients and support personnel.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

SRSCOA005A INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS

Campus South Melbourne
Prerequisite(s) SRSCOA001A Operate in accord with accepted coaching practices, styles and legal and ethical responsibilities; Relevant sport specific unit/s of competency
Content Identify preferred teaching methods and coaching styles to include special interest groups or people with special needs; Assess athletes readiness to acquire and perform the activity specific skill/s; Conduct drills, activities and games to teach or develop the skills of special interest groups or people with special needs; Review and adapt the teaching of an intermediate skill in response to feedback; Demonstrate an understanding of the specific needs of each athlete.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCOA006A IMPLEMENT FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY

Campus South Melbourne
Prerequisite(s) SRSCOA001A Operate in accord with accepted coaching practices, styles and legal and ethical responsibilities; Relevant sport specific unit/s of competency
Content Identify fundamental principles of sports psychology for the activity; Explain the fundamental principles of sports psychology to clients; Implement strategies for using the fundamental principles of sport psychology.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSCOA007A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE

Campus South Melbourne
Prerequisite(s) SRSCOA001A Operate in accord with accepted coaching practices, styles and legal and ethical responsibilities; Relevant sport specific unit/s of competency
Content Collect information regarding the basic principles of nutrition for performance; Explain the basic principles of nutrition for performance to clients; Implement strategies for using principles of nutrition for performance.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Campus South Melbourne
Prerequisite(s) Nil
Content Access ongoing official education; Operate in accord with the legal and ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes; Work with officials and support personnel; Identify common officiating styles; Develop a philosophy of officiating.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRSOFF002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Campus South Melbourne

Prerequisite(s) Nil
Content Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions; Interpret and apply rules and regulations; Communicate decisions and manage outcomes of decision-making.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF004A APPLY SELF REFLECTION TECHNIQUES TO EVALUATE AND MODIFY OFFICIATING PERFORMANCE

Campus South Melbourne
Prerequisite(s) SRSOFF001A Operate in accord with accepted officiating practices, styles, legal and ethical responsibilities to manage risk; Relevant activity specific officiating units of competency regarding activity specific application of rules and regulations
Content Prepare for a self reflection session; Identify personal development objectives; Conduct a self reflection session; Follow-up self reflection.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF005A RESOLVE CONFLICT RELATED TO OFFICIATING

Campus South Melbourne
Prerequisite(s) SRSOFF001A Operate in accord with accepted officiating practices, styles, legal and ethical responsibilities to manage risk; Relevant activity specific officiating units of competency regarding activity specific application of rules and regulations
Content Describe conflict resolution in an activity context; Implement conflict resolution procedures in an activity context.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRSOFF006A DEVELOP A FITNESS PROGRAM FOR OFFICIALS

Campus South Melbourne
Prerequisite(s) SRSOFF001A Operate in accord with accepted officiating practices, styles, legal and ethical responsibilities to manage risk; Relevant activity specific officiating units of competency regarding activity specific application of rules and regulations
Content Identify components of physical fitness; Collect information to prepare a fitness program; Identify monitoring and management techniques; Liaise with other officials/advisers of officials.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRSSTR001A IMPLEMENT SPORTS FIRST AID PROCEDURES AND APPLY SPORTS FIRST AID

Campus South Melbourne
Prerequisite(s) Nil
Content Operate as a sports first aider; Prepare and implement an injury prevention program; Assist with warm-up, stretching and cool-down; Assist with fluid replacement; Follow defined sports first aid crisis management strategies; Follow defined sports first aid immediate injury management strategies; Transport the injured athlete; Complete and process reports; Store and maintain equipment.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXADM001A HANDLE MAIL TO FACILITATE COMMUNICATION

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXADM002A HANDLE INFORMATION TO MAINTAIN ACCESS TO AND SECURITY OF RECORDS

Campus South Melbourne
Prerequisite(s) Nil
Content File documents; Identify and retrieve documents.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXADM003A APPLY KNOWLEDGE OF THE ORGANISATION TO COMPLETE ROUTINE ADMINISTRATION TASKS

Campus South Melbourne
Prerequisite(s) Nil
Content Identify key functions and personnel/departments; Apply office procedures.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXADM004A OPERATE A RANGE OF OFFICE EQUIPMENT TO COMPLETE ROUTINE TASKS

Campus South Melbourne
Prerequisite(s) Nil
Content Select and locate equipment to be used for task(s); Operate equipment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM005A HANDLE MAIL TO FACILITATE THE INFORMATION FLOW OF THE ORGANISATION

Campus South Melbourne
Prerequisite(s) SRXADM001A Handle mail to facilitate communication
Content Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing; Organise courier for emergency – same day deliveries.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRXADM006A PROCESS AND ANALYSE INFORMATION TO PROVIDE ACCESS TO AND SECURITY OF RECORDS

Campus South Melbourne
Prerequisite(s) SRXADM002A Handle information to maintain access to and security of records
Content Process and analyse information requests; File documents; Identify and retrieve documents; Update and modify existing organisational records; Remove inactive and dead files.
Required Reading To be advised

Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM007A SELECT, OPERATE AND MAINTAIN A RANGE OF OFFICE EQUIPMENT TO COMPLETE A RANGE OF TASKS

Campus South Melbourne
Prerequisite(s) SRXADM004A Operate a range of office equipment to complete routine tasks; SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills
Content Select equipment to be used for task(s); Operate equipment; Identify and/or rectify minor faults.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXADM008A ORGANISE THE COPYING AND COLLATING OF DOCUMENTS

Campus South Melbourne
Prerequisite(s) SRXADM004A Operate a range of office equipment to complete routine tasks
Content Select appropriate media; Copy and collate documents; Distribute documents.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM009A MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Campus South Melbourne
Prerequisite(s) SRXADM006A Process and analyse information to provide access to and security of records
Content Assemble new files; Identify and process inactive and dead files; Record documentation movements.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXADM010A USE THE ADVANCED FUNCTIONS OF A RANGE OF OFFICE EQUIPMENT TO COMPLETE DAILY TASKS

Campus South Melbourne
Prerequisite(s) SRXADM007A Select, operate and maintain a range of office equipment to complete a range of tasks; SRXTEC002A Operate a computer and printer to produce and print simple documents
Content Operate equipment; Complete tasks; Ensure equipment is maintained.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM011A PREPARE MEETING DETAILS

Campus South Melbourne
Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow
Content Make meeting arrangements; Prepare documentation prior to meeting; Record and produce minutes of meeting.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXADM012A SUPERVISE AN ESTABLISHED

RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Campus South Melbourne
Prerequisite(s) SRXADM009A Maintain information records system to ensure its integrity
Content Maintain existing filing arrangements; Ensure distribution of files and records; Maintain security of filing system; Train staff in records management
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXADM013A PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY TO ENSURE EFFICIENT TRAVEL

Campus South Melbourne
Prerequisite(s) Nil
Content Organise business itinerary; Identify credit facilities.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM014A MANAGE AND CO-ORDINATE PROJECTS

Campus South Melbourne
Prerequisite(s) SRXORG006A Conduct projects
Content Plan project; Administer and monitor project; Evaluate project.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXADM015A ESTABLISH AND MAINTAIN A RECORDS SYSTEM TO ENSURE INTEGRITY OF SYSTEM

Campus South Melbourne
Prerequisite(s) SRXADM012A Supervise an established records system to ensure its integrity
Content Determine the needs of the organisation; Select appropriate system; Implement new/improved system; Identify and organise staff training in accessing and using records system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRXADM016A ESTABLISH AND MAINTAIN LIBRARY/RESOURCE COLLECTION

Campus South Melbourne
Prerequisite(s) Nil
Content Update incoming publications; Circulate publications; Store publications.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXADM017A PLAN AND ESTABLISH ADMINISTRATION SYSTEMS AND PROCEDURES

Campus South Melbourne
Prerequisite(s) Nil
Content Plan, implement and monitor office administration system.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

SRXADM018A REVIEW OFFICE ADMINISTRATION PROCEDURES AND PROCESSES TO MEET HANGING DEMANDS

Campus South Melbourne
Prerequisite(s) Nil
Content Determine capacity of administrative structure to meet organisational goals; Enable administrative change; Implement change.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM019A MANAGE THE MEETING PROCESS

Campus South Melbourne
Prerequisite(s) SRXORG005A Participate in the meeting process
Content Enforce meeting protocol; Take action on decisions reached; Supervise the election of office bearers.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXCAI001A ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR CLIENTS

Campus South Melbourne
Prerequisite(s) SRXORG001A Organise work
Content Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXCAI002A ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR CLIENTS

Campus South Melbourne
Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies
Content Assist in preparing clients; Help clients gain skills, techniques and knowledge; Assist in supervising clients; Assist in preparing clients to end the session; Assist in evaluating the session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI003A PROVIDE EQUIPMENT FOR ACTIVITIES

Campus South Melbourne
Prerequisite(s) Nil
Content Issue equipment to the client; Set up equipment; Take down equipment; check in equipment; Store equipment.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS

Campus South Melbourne
Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation; SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace; SRSCAI001A Assist in preparing sport and recreation sessions for clients; SRXCAI003A Provide equipment for activities

Content Collect information to plan a session; Produce a session plan; Resource a session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS

Campus South Melbourne
Prerequisite(s) PUXEME001A Provide emergency care; SRXEME002A Participate in the control of minor emergencies; SRXCAI002A Assist in conducting sport and recreation sessions for clients
Content Maintain client's physical welfare; Maintain a positive social environment; Establish effective communication; Ensure client safety; Prepare clients to end the session; Evaluate the session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCLS002A DELIVER SERVICE TO CLIENTS

Campus South Melbourne
Prerequisite(s) Nil
Content Deliver service to clients; Respond to client complaints; Identify clients special requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCLS003A CO-ORDINATE INTERACTION WITH CLIENTS

Campus South Melbourne
Prerequisite(s) SRXCLS002A Deliver service to clients
Content Clarify specific needs of client; Provide information, advice and follow-up to clients; Implement client service standards; Implement organisation policy regarding client complaints; Lead client service team; Communicate with management.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCLS004A PROVIDE ADVICE IN ORDER TO MEET CURRENT AND ANTICIPATED CLIENT REQUIREMENTS

Campus South Melbourne
Prerequisite(s) SRXCLS003A Coordinate interaction with clients
Content Identify current client requirements; Provide information on current service provision and resource allocation within area of responsibility; Identify trends in client requirements.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM001A COMMUNICATE IN THE WORKPLACE

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and relay oral and written messages; Answer telephone calls; Read and interpret documents; Use numbers in the workplace.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCOM002A RECEIVE AND PASS ON INFORMATION TO FACILITATE EFFECTIVE ROUTINE COMMUNICATION

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and relay messages; Respond to incoming telephone calls; Make telephone calls; Draft simple correspondence.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCOM003A COLLECT AND PROVIDE INFORMATION TO FACILITATE COMMUNICATION FLOW

Campus South Melbourne
Prerequisite(s) SRXCOM002A Receive and pass on information to facilitate effective routine communication
Content Respond to telephone, oral and written requests for information; Draft routine correspondence in response to a need or request.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM004A SOURCE AND PRESENT INFORMATION IN RESPONSE TO REQUESTS

Campus South Melbourne
Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow
Content Receive an process a request for information; Identify information source(s); Extract information; Prepare to provide information; Compose and deliver verbal response; Compose written response.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM005A RESEARCH, PREPARE AND PRESENT INFORMATION

Campus South Melbourne
Prerequisite(s) SRXCOM004A Source and present information in response to requests
Content Determine document requirements; Conduct research; Prepare reports; Compose and deliver verbal presentation; Follow up document.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXEME001A REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES

Campus South Melbourne
Prerequisite(s) Nil
Content Prepare for emergency situations; Report emergencies; React safely to emergency signals and instructions; Evacuate from the endangered area; Correct or report problems that may lead to emergencies; Check, correct or report problems that may prevent emergencies from being safely handled.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

Campus South Melbourne
Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies
Content Evaluate the emergency; Safely confine emergencies; Use initial response emergency equipment; Report the use of initial response emergency equipment.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

SRXEME003A RESPOND TO EMERGENCY SITUATIONS

Campus South Melbourne
Prerequisite(s) SRXEME002A Participate in the control of minor emergencies
Content Evaluate the emergency; Develop a plan of action; Control the emergency; Debrief the emergency.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXGRP001A FACILITATE A GROUP

Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict
Content Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXIND001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

Campus South Melbourne
Prerequisite(s) Nil
Content Research basic information about the recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND002A DEVELOP AND IMPLEMENT A CAREER PATH

Campus South Melbourne
Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry
Content Set career plan and objectives; Undertake suitable education and training; Undertake suitable employment activities; Review and monitor career development.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND003A APPLY SPORT AND RECREATION LAW

Campus South Melbourne
Prerequisite(s) SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
Content Identify laws applicable to the sport and recreation industry; Ensure compliance with legal requirements.

Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXIND004A ESTABLISH AND MAINTAIN AN EFFECTIVE INDUSTRY NETWORK

Campus South Melbourne
Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry
Content Identify and maintain industry affiliations; Participate in industry events or activities; Maintain records of industry activities; Review appropriateness of industry networks.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Campus South Melbourne
Prerequisite(s) Nil
Content Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXOHS001A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES RELATED TO THE WORK BEING UNDERTAKEN IN ORDER TO ENSURE OWN SAFETY AND THAT OF OTHERS IN THE WORKPLACE

Campus South Melbourne
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of OH&S.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXOHS002A IMPLEMENT AND MONITOR THE ORGANISATION'S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS IN THE RELEVANT WORK AREA TO ACHIEVE AND MAINTAIN OCCUPATIONAL HEALTH AND SAFETY STANDARDS

Campus South Melbourne
Prerequisite(s) To be advised
Content Provide information to the work group about OH&S and the organisation's OH&S policies, procedures and programs; Implement and monitor participative arrangements for the management of OH&S; Implement and monitor the organisation's procedures for Identifying hazards and assessing risks; Implement the organisation's procedures for dealing with hazardous events and equipment; Implement and monitor the organisation's procedures for providing OH&S training; Implement and monitor the organisation's procedures for maintaining OH&S records.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXOHS003A ESTABLISH, MAINTAIN AND EVALUATE OCCUPATIONAL HEALTH AND SAFETY SYSTEMS IN ORDER TO ENSURE THAT THE WORKPLACE IS, AS FAR AS PRACTICABLE, SAFE AND WITHOUT RISKS TO HEALTH OF EMPLOYEES AND CLIENTS

Campus South Melbourne
Prerequisite(s) To be advised
Content Establish and maintain the framework for the OH&S system in the area of responsibility; Establish and maintain participative arrangements for the management of OH&S; Establish and maintain procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain OH&S training program; Establish and maintain a system for OH&S records; evaluate the organisation's OH&S system and related policies, procedures and programs.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXORG001A ORGANISE WORK

Campus South Melbourne
Prerequisite(s) Nil
Content Plan and organise a personal daily work routine; Maintain personal presentation; Organise work area; Clean work area.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION

Campus South Melbourne
Prerequisite(s) Nil
Content Manage own work; Maintain and develop own expertise; Maintain work effectiveness; Promote cooperation; Contribute to improving workplace and quality of outcomes; Represent the organisation; Implement environmental procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG003A CO-ORDINATE WORK AND WORK PRIORITIES IN A SPORT AND RECREATION ORGANISATION

Campus South Melbourne
Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation
Content Set and coordinate work priorities to achieve team goals; Make and record appointments and bookings for self and others; Implement personal work space policies; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXORG004A PLAN, ALLOCATE AND EVALUATE WORK CARRIED OUT BY TEAMS, INDIVIDUALS AND SELF

Campus South Melbourne
Prerequisite(s) SRXORG003A Coordinate work and work priorities in a sport and recreation organisation

Content Set and update work objectives for teams and individuals; Plan work activities and determine work methods to achieve objectives; Allocate work and evaluate teams, individuals and self against objectives; Provide feedback to teams and individuals on their performance.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG005A PARTICIPATE IN THE MEETING PROCESS

Campus South Melbourne
Prerequisite(s) Nil
Content Prepare for the meeting; Provide input to the meeting.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXORG006A CONDUCT PROJECTS

Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Plan and prepare for project; Implement and administer project; Coordinate project administration.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXORG007A DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE

Campus South Melbourne
Prerequisite(s) SRXTEM005A Lead, manage and develop work teams
Content Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXRIS001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES

Campus South Melbourne
Prerequisite(s) Nil
Content Establish the context; Identify risks; Conduct risk analysis; Undertake risk assessment; Treat risks; Monitor and review the risk management plan.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEC001A OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING KEYBOARD SKILLS

Campus South Melbourne
Prerequisite(s) Nil
Content Open file; Retrieve data; Print data; Close file; Shutdown equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXTEC002A OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS

Campus South Melbourne

Prerequisite(s) SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills
Content Create file; Produce document from written text using standard format; Edit information; Set printer for document requirements; Print document; Maintain printer; Save, exit and shutdown.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEC003A DESIGN, DEVELOP AND PRODUCE DOCUMENTS, REPORTS AND WORKSHEETS USING ADVANCED FUNCTIONS

Campus South Melbourne
Prerequisite(s) SRXTEC002A Operate a computer and printer to produce and print simple documents
Content Identify document requirements; Establish document design and structure; Develop template or macros for document design; Produce documents; Save file and exit system.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXTEC004A ASSIST WITH THE ANALYSIS AND USE OF EMERGING TECHNOLOGY

Campus South Melbourne
Prerequisite(s) SRXTEC003A Design, develop and produce documents, reports and worksheets using advanced functions
Content Liaise with vendors, training providers and industry to determine technology to assist the organisation; Prepare and present reports as required by management; Apply new and advanced functions of upgraded technology to solve organisational problems.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEC005A ASSIST IN THE MAINTENANCE OF A COMPUTER SYSTEM

Campus South Melbourne
Prerequisite(s) Nil
Content Install hardware and software; Carry out preventative maintenance of computer equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRXTEC006A CUSTOMISE AND MAINTAIN SOFTWARE

Campus South Melbourne
Prerequisite(s) Nil
Content Maintain effective performance of hardware and software; Customise software to maximise performance in producing complex documents; Maintain customised software.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXTEC007A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORK GROUP NETWORK

Campus South Melbourne
Prerequisite(s) SRXTEC005A Assist in the maintenance of a computer system; SRXTEC006A Customise and maintain software

Content Manage the establishment and maintenance of a work group network; Assist and train network users.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXTEM001A WORK IN TEAMS

Campus South Melbourne
Prerequisite(s) Nil
Content Follow routine instructions; Work with colleagues in a team.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM002A SUPPORT THE WORK OF A TEAM

Campus South Melbourne
Prerequisite(s) Nil
Content Contribute to team activities; Share knowledge and information; Contribute to the development of good practice of the team; Give and receive support to/from team members.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM003A WORK AUTONOMOUSLY

Campus South Melbourne
Prerequisite(s) SRXTEM002A Support the work of a team
Content Undertake work activities; Accept responsibilities; Set performance requirements; Maintain team performance; Act as a team leader as required; Contribute to team meetings; Respond to stress and conflict in the team.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEM004A DEAL WITH CONFLICT

Campus South Melbourne
Prerequisite(s) Nil
Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM005A LEAD, MANAGE AND DEVELOP WORK TEAMS

Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Develop and maintain a team; Communicate objectives and required standards; Manage and improve performance of teams and individuals; Support and participate in development activities; Provide leadership to individuals and teams; Manage difficulties to achieve positive outcomes; Create and maintain conditions for productive work.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS

Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict; SRXTEM005A Lead, manage and develop work teams

Content Establish and maintain the trust and support of one's staff; Establish and maintain the trust and support of one's immediate manager/supervisor; Establish and maintain relationships with colleagues; Identify and manage conflict; Implement disciplinary and grievance procedures; Counsel staff.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

TDTA997 COMPLETE IMPORT/EXPORT DOCUMENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Identify procedures required for documentation for import/export of goods; Complete documentation to meet regulatory and enterprise requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1097 COORDINATE GOODS TO BOND PREMISES

Campus Werribee.
Prerequisite(s) Nil
Content Identify and list goods for bonding; Arrange transfer of goods to bond store; Prepare and issue bond list.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1197 PACKAGE GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Select materials and pack and unwrap materials; Use labeling standards to label packaged products/loads.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1297 PICK AND PROCESS ORDERS

Campus Werribee.
Prerequisite(s) Nil
Content Identify workplace order picking processes, policies and procedures; Pick and despatch an order; Record stock levels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1397 RECEIVE GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Identify workplace procedures and documentation; Check and inspect goods on arrival and complete workplace documentation; Unload, unpack and store goods.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1497 USE PRODUCT KNOWLEDGE TO COMPLETE WORK OPERATIONS

Campus Werribee.
Prerequisite(s) Nil

Content Identify products in a warehouse subsection or other storage area; Examine quality and report on products; Use inventory and labelling systems to identify and locate products.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1597 COMPLETE RECEIVAL/DESPATCH DOCUMENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Analyse order to identify work requirements to fill order; Follow workplace order documentation processes; Finalise documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1697 USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL

Campus Werribee.
Prerequisite(s) Nil
Content Identify inventory and stock control systems in use in the workplace; Use re-order procedures to maintain stock levels; Organise cyclical stock counts and report discrepancies and vacancies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA1797 PRODUCT KNOWLEDGE APPLIED TO ORGANISE WORK OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Categorise in terms of frequency of use and special storage and handling requirements; Products are matched to locations based on special requirements or category of stock; Assist individuals to solve stock identification and location problems; Identify appropriate transport and handling requirements to facilitate stock receival movement and despatch; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1897 ORGANISE DESPATCH OPERATIONS

Campus Werribee
Prerequisite(s) Nil
Content Plan and organise despatch operations; Organise the storage and despatch of stock.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1997 ORGANISE RECEIVAL OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Plan and organise receival operations; Organise the storage of stock.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA2097 REPLENISH STOCK

Campus Werribee.

Prerequisite(s) Nil
Content Participate in stock rotation activites; Interpret and fill replenishment request; Complete stock replenishment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2197 DESPATCH STOCK

Campus Werribee.
Prerequisite(s) Nil
Content Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2297 PARTICIPATE IN STOCKTAKES

Campus Werribee.
Prerequisite(s) Nil
Content Prepare stocktakes; Stocktake and count stock; Identify stock discrepancies; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2397A COORDINATE STOCKTAKES

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Plan and coordinate stocktakes; Identify stock discrepancies and adjust documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA2497 ORGANISE WAREHOUSE RECORDS OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Identify records management databases, storage types and technologies; Store warehouse stock; Use record management systems to retrieve information.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA2597B MANAGE TEMPERATURE CONTROLLED STOCK

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Identification of goods requiring temperature control; Monitor temperature and identify and rectify problems.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA2698 MONITOR STORAGE FACILITIES

Campus Werribee.
Prerequisite(s) Nil
Content Determine site functions and operations; Monitor storage operations.
Required Reading To be advised
Nominal Hours 30 Hours

Assessment As per accredited curriculum

TDTA2898A ASSESS AND MONITOR OPTIMUM STOCK LEVELS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Assess projected demand and the variables that impact on optimum stock levels; Determine and monitor optimum inventory levels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB197 CHECK AND ASSESS OCCUPATIONAL CAPABILITY OF EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Inspect equipment and work area; Check equipment operational capability; Identify and assess impact of faults on work requirements; Record and report results of inspection and testing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB297 TEST EQUIPMENT AND ISOLATE FAULTS

Campus Werribee.
Prerequisite(s) Nil
Content Identify scope of operational check; Plan operational checks; Check unit through full operating range; Isolate faults and/or formulate recommendations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB397 CARRY OUT VEHICLE MAINTENANCE

Campus Werribee.
Prerequisite(s) Nil
Content Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB497 CARRY OUT VEHICLE INSPECTION

Campus Werribee.
Prerequisite(s) Car driver's licence and appropriate Learner's Permit (If required).
Content Check the vehicle; Clean the vehicle; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB597 CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Diagnose vehicle faults and undertake repairs for the safe operation of a vehicle; Maintain the vehicle systems; Carry out minor repairs to a vehicle; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours

TDTB697 CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Check the vehicle; Clean vehicle; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB797 CARRY OUT MAINTENANCE OF TRAILERS

Campus Werribee.
Prerequisite(s) Nil
Content Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB897 CARRY OUT INSPECTION OF TRAILERS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Check trailer; Clean Trailer; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB998A CHECK CONVEYOR OPERATIONAL STATUS

Campus Werribee.
Prerequisite(s) Nil
Content Inspect conveyor system and work areas; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1198 SET UP AND RIG CRANE FOR LIFT

Campus Werribee.
Prerequisite(s) Nil
Content Position and stabilise crane; Assemble crane.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB1298 PLAN JOB AND SET UP WORK AREA

Campus Werribee.
Prerequisite(s) Nil
Content Obtain and confirm job instruction/work specifications; Coordinate loading of gear and equipment; Assess job requirements and work area; Design job plan; Set up work area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1398 MAINTAIN MOBILE CRANES

Campus Werribee.
Prerequisite(s) Nil

Content Plan maintenance operations; Complete pre-maintenance checks; Identify and assess (any) faults found; Conduct maintenance operations and safety check; Complete maintenance records.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB1498 LOAD AND UNLOAD WHEELED OR TRACKED CRANE

Campus Werribee.
Prerequisite(s) Nil
Content Inspect site; Unload/load crane onto/from float; Secure crane for travel.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1598 UNDERTAKE SITE INSPECTION

Campus Werribee.
Prerequisite(s) Nil
Content Arrange site inspection; Clarify customer requirements; Define job requirements; Complete records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB1698 DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Inspect tools and equipment; Secure outriggers; Pack and store tools and equipment; Complete records.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTB1798 ASSEMBLE/DISMANTLE BOOM OR JIB

Campus Werribee.
Prerequisite(s) Nil
Content Plan assembly/dismantling; Assemble boom jib.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

TDTC197 DRIVE VEHICLES

Campus Werribee.
Prerequisite(s) Nil
Content Drive the Vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTC297 DRIVE LIGHT RIGID VEHICLE

Campus Werribee
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Drive the light rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle perofrmance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC397 DRIVE MEDIUM RIGID VEHICLES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Drive the medium rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC497 DRIVE HEAVY RIGID VEHICLES

Campus Werribee.
Prerequisite(s) Nil
Content Drive the heavy rigid vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC597 DRIVE HEAVY COMBINATION VEHICLES

Campus Werribee.
Prerequisite(s) Nil
Content Drive the heavy combination vehicle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC797 OPERATE VEHICLE CARRYING SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Carry out pre-operational checks; Drive a vehicle carrying special loads.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC897 DRIVE COACHES/BUSES

Campus Werribee.
Prerequisite(s) Nil
Content Drive a coach; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC997 DRIVE TAXICABS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Drive the taxi; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC1097 PILOT OR ESCORT OVERSIZE AND/OR MASS LOADS

Campus Werribee.

Prerequisite(s) Nil
Content Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1197 TRANSPORT PASSENGERS WITH DISABILITIES

Campus Werribee.
Prerequisite(s) Nil
Content Carry out pre-operational checks on vehicles; Drive a vehicle used by passengers with disabilities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC1298 RIDE MOTORCYCLES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Ride the courier motorcycle; Monitor traffic and road conditions; Monitor and maintain vehicle performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTC1398 RIDE COURIER/DELIVERY BICYCLES

Campus Werribee.
Prerequisite(s) Nil
Content Inspect bicycle for operational capability; Ride the bicycle; Monitor traffic and road conditions; Monitor and maintain bicycle performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD197 SHIFT MATERIALS SAFELY

Campus Werribee.
Prerequisite(s) Nil
Content Assess risks arising from the relocation of the load; Plan load relocation; Relocate the load.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD297 USE MANUAL HANDLING EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Assess risks arising from the relocation of the load; Plan load relocation; Relocate the load.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD397 HANDLE DANGEROUS AND HAZARDOUS GOODS

Campus Werribee
Prerequisite(s) To be advised
Content Identify and classify dangerous and hazardous goods; Select handling and storage techniques; Relocate dangerous goods.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD497 LOAD AND UNLOAD GOODS/CARGO

Campus Werribee.
Prerequisite(s) To be advised
Content Load and unload vehicle; Secure and protect load; Complete documentation
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD797 PREPARE CARGO FOR TRANSFER WITH SLINGS

Campus Werribee.
Prerequisite(s) Nil
Content Prepare for transfer of cargo; Calculate Safe Working Load (SWL) or Working Load Limit (WLL) of slings and loads; Sling and unsling cargo; Strap and unstrap goods.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1097 OPERATE A FORKLIFT

Campus Werribee.
Prerequisite(s) To be advised
Content Check forklift condition; Drive the forklift; Operate a forklift to handle loads; Monitor site conditions; Monitor and maintain forklift performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1197 CONDUCT ADVANCED FORKLIFT OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Check attachments and worksite for suitability; Select type of forklift and accessories for required load shifting task; Shift load and complete work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1297 OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Plan work for the current work 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.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1397 MOVE MATERIALS MECHANICALLY

Campus Werribee.
Prerequisite(s) Nil
Content Select mechanical moving equipment; Move goods; Check goods and complete documentation.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1497 LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS

Campus Werribee.
Prerequisite(s) Nil
Content Load and unload vehicle; Secure and protect vehicle load; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1597 IDENTIFY AND CLASSIFY EXPLOSIVES AND DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Assess dangerous goods; Handle dangerous goods; Label dangerous goods.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1697 LOAD AND UNLOAD DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Load and unload vehicle; Secure and protect vehicle load; Check the vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1797 LOAD AND UNLOAD EXPLOSIVES

Campus Werribee.
Prerequisite(s) Nil
Content Load and unload vehicle; Secure and protect vehicle load; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1897 HANDLE FURNITURE AND EFFECTS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Prepare for removal; Move furniture items; Load vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1997 PACK AND UNPACK CARTONS FOR REMOVAL

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process
Required Reading To be advised

Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2097 CARE FOR LIVESTOCK IN TRANSIT

Campus Werribee.
Prerequisite(s) Nil
Content Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2198 USE SPECIALISED BULK TRANSFER EQUIPMENT (DRY)

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2298A CONDUCT WEIGHBRIDGE OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Set up for weighbridge operations; Weigh load vehicles; Weigh unloaded vehicles; Complete weighbridge operations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2398 USE SPECIALISED BULK GAS TRANSFER EQUIPMENT

Campus Werribee.
Prerequisite(s) Nil
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2498 USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)

Campus Werribee.
Prerequisite(s) Nil
Content Plan work; Transfer material; Monitor and operate controls; Complete operations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2798 PREPARE FOR THE TRANSPORT OF PACKAGED DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete assessment process.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

TDTD2898 PREPARE FOR THE TRANSPORT OF DANGEROUS GOODS IN BULK

Campus Werribee.
Prerequisite(s) Nil
Content 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 assessment process.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD2998 PREPARE ARTICLES FOR DELIVERY

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Check and organise articles for delivery; Store articles for delivery; Maintain records.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTD3098 SUPERVISE MOBILE CRANE OPERATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3198 RIG LOAD

Campus Werribee.
Prerequisite(s) Nil
Content Prepare for transfer of load; Assess lifting requirements; Secure load; Detach load.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3298 PLAN AND CONDUCT SPECIALISED LIFT

Campus Werribee.
Prerequisite(s) Nil
Content Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3398 OPERATE A VEHICLE SELF LOADING CRANE

Campus Werribee.
Prerequisite(s) Nil
Content Position and stabilise crane; Operate vehicle mounted crane; Monitor lift conditions; Implement shut down procedures; Pack up crane; Complete job records.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD3498 OPERATE A MOBILE CRANE ON A DEMOLITION SITE

Campus Werribee
Prerequisite(s) Nil
Content Plan and prepare for dismantling operation; Demolish structure.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTD3598 OPERATE A BOOM TYPE ELEVATING WORK PLATFORM

Campus Werribee.
Prerequisite(s) Nil
Content Inspect and test elevating work platform; Assess job requirements and work; Plan work and set up for lift; Carry out elevation; Pack up work platform.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD3698 LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNE

Campus Werribee.
Prerequisite(s) Nil
Content Operate a mobile crane; Monitor lift conditions; Implement shut down procedures; Pack up crane; Complete job records.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD4098 CONTROL LIFT AND MOVEMENT OF CRANE

Campus Werribee.
Prerequisite(s) Nil
Content Provide lift instructions; Monitor lift; Place and secure load.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD4198 UNDERTAKE CASH IN TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT

Campus Werribee.
Prerequisite(s) Nil
Content Select loading site; Undertake load transfer; Complete transfer documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE297 ESTIMATE/CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS

Campus Werribee.
Prerequisite(s) Nil
Content Estimate loads to be placed on storage and transport; Estimate loads for transport or storage.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

TDTE397 PARTICIPATE IN WORKPLACE

COMMUNICATION

Campus Werribee.
Prerequisite(s) Nil
Content Communicate information about tasks, processes, events or skills; Participate in group discussions to achieve work outcomes; Represent views of the group to others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE497 PREPARE WORKPLACE DOCUMENTS

Campus Werribee.
Prerequisite(s) Nil
Content Plan document; Prepare document; Complete forms
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE597 CARRY OUT WAREHOUSE CALCULATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Carry out calculations; Prepare estimates; Interpret graphical representations of mathematical information.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE797 USE VEHICLE COMMUNICATION SYSTEM

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Operate a radio communication system installed; Communicate with the company base; Use a vehicle on-board computer.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE897 PROCESS WORKPLACE DOCUMENTATION

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Plan documentation; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE997 USE PILOT AND ESCORT COMMUNICATION

Campus Werribee.
Prerequisite(s) Nil
Content Operate communications equipment; Maintain records
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1097 ESTIMATE FURNITURE REMOVALS JOBS

Campus Werribee.
Prerequisite(s) Nil

Content Estimate requirements of removals jobs; Interact with customers regarding removals jobs; Prepare documentation for removals job.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE1198 USE ELECTRONIC COMMUNICATION EQUIPMENT

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Identify equipment features; Place and receive communications; Maintain communication equipment operational status.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE1298 CONSOLIDATE MANIFEST DOCUMENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Identify required documentation; Process documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1397B APPLY WORKPLACE STATISTICS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Assess projected demand and the variables that impact on optimum stock levels; Determine and monitor optimum inventory levels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTE1498 COMPILE AND PROCESS EXPORT DOCUMENTATION

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Assess cargo for transport; Prepare regulatory and commercial documentation; Co-ordinate documentation requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1598 UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Determine communication method; Confirm and configure communication.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE1698 ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS

Campus Werribee.
Prerequisite(s) Nil
Content Identify mathematical information and tools used in the workplace; Estimate and calculate requirements for load shifting; Complete documentation using mathematical information.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF197 FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Identify and follow workplace procedures for hazard identification; Contribute to arrangements for the management of OH&S; Complete OH&S records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF297 CONDUCT HOUSEKEEPING ACTIVITIES

Campus Werribee.
Prerequisite(s) Nil
Content Identify workplace procedures and housekeeping requirements of different areas of the workplace; Monitor and maintain cleanliness and tidiness in the workplace; Complete assigned housekeeping tasks.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF397A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Access information about OH&S and the workplace policies and procedures; Implement and monitor processes and procedures for identifying and asessing hazards; Implement and monitor processes and procedures for controlling risks; Plan and supervise housekeeping arrangements; Implement and monitor procedures for dealing with hazardous events.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF497 ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE

Campus Werribee.
Prerequisite(s) Nil
Content Use information about OH&S and the workplace policies and procedures to inform work design and report incidents and potential risks; Use procedures for identifying and assessing hazards; Negotiate and control risks and resolve complaints about OH&S of employees at work; Use OH&S procedures and legislative mechanisms to formally institute risk management strategies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF697 APPLY EMERGENCY/ACCIDENT PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Respond to the incident; Control and assist at accident or emergency site; Finalise emergency/accident process and complete records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF797 IMPLEMENT EMERGENCY – ACCIDENT PROCEDURES

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Respond to the incident; Conduct on-site activities; Complete follow-up actions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTF897 PROVIDE FIRST AID IN THE WORKPLACE

Campus Werribee.
Prerequisite(s) Nil
Content Assess first aid needs; Respond to first aid need within limitations of duty of care.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

TDTF997 CONDUCT CLEANING OPERATIONS IN ENCLOSED SPACES

Campus Werribee.
Prerequisite(s) Nil
Content Identify risks and plan operation; Clean required enclosed space.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1097 APPLY FATIGUE MANAGEMENT STRATEGIES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Identify and act upon signs of fatigue; Implement strategies to minimise fatigue.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1197 CARE FOR ENVIRONMENT

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Minimise the effects of pollution while driving; Minimise the effects of pollution while maintaining the vehicle; Transport environmentally hazardous materials safely.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1297 APPLY SAFE HANDLING STRATEGIES WHEN HANDLING EXPLOSIVES OR DANGEROUS GOODS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Drive vehicle in a safe manner; Apply safety guidelines and codes; Consult with relevant authorities/persons
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1397 MANAGE BREAKDOWNS AND EMERGENCIES

Campus Werribee.
Prerequisite(s) Nil
Content Evaluate accident or breakdown situation; Consult with relevant persons/authorities; Manage accident/breakdown site; Complete documentation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1498A DEVELOP AND MAINTAIN A SAFE WORKPLACE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Provide and inform personal about OH&S legislation, codes and standards; Plan and implement safety requirements; Monitor, adjust and report safety performance; Investigate and report non-conformance and evaluate the OH&S system and related policies, procedures and programs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTG197 WORK EFFECTIVELY WITH OTHERS

Campus Werribee.
Prerequisite(s) Nil
Content Contribute to determination of appropriate work roles; Contribute to the planning of the activity; Work with others.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG297 LEAD WORK TEAM OR GROUP

Campus Werribee.
Prerequisite(s) Nil
Content Participate in team/group planning; Manage and develop team/group performance; participate in and facilitate the work team/group; Document and review work team/group tasks.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG498 UNDERTAKE WORKPLACE ORIENTATION

Campus Werribee.
Prerequisite(s) Nil
Content Identify major zones of the workplace, in terms of functions, organisational structures and occupation; Apply ethical practices; Receive and act constructively on personal feedback.
Required Reading To be advised

Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTG698A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Participate and develop team planning; Manage and develop team performance and facilitate work team development.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTH197 INTERPRET ROAD MAPS AND NAVIGATE ROUTES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Identify and determine the most appropriate route; Complete necessary documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH297 PLAN AND NAVIGATE ROUTES

Campus Werribee.
Prerequisite(s) Nil
Content Interpret street maps; Plan routes; Follow planned route.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH398 PRIORITISE COURIER/DELIVERY OPERATIONS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Identify work requirements; Plan and prepare for work; Undertake work operations; Adjust to changing work priorities; Complete work operations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI197B MANAGE QUALITY CUSTOMER SERVICE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Concepts of quality management, elements of quality management; Monitor, adjust and report on customer service.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited training package documentation

TDTI297 APPLY CUSTOMER SERVICE SKILLS

Campus Werribee.
Prerequisite(s) To be advised
Content Deal with customer enquiries; Ensure customer comfort.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI397 PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES

Campus Werribee.
Prerequisite(s) To be advised
Content Monitor and address passenger needs; Prepare and deliver coach commentaries; Implement conflict resolution strategies; Communicate with suppliers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI497 MANAGE CAMPING PROCEDURES FOR COACHES AND BUSES

Campus Werribee.
Prerequisite(s) To be advised
Content Prepare for camping tour; Oversee the establishment of the camp site; Vacate the camp site.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI598A MARKET SERVICES AND PRODUCTS TO CLIENTS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content recognise opportunities to promote goods and services; Establish and maintain contact with clients; Negotiate and close sales.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTI698 PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Deal with customer freight forwarding inquiries; Explain the process of freight forwarding.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI998 PROVIDE ON BOARD SERVICES TO CUSTOMERS

Campus Werribee.
Prerequisite(s) To be advised
Content Establish effective communication with customers; identify and assess the needs and expectations of different customers; Provide the identified customer requirements; Identify and resolve customer complaints.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ197A APPLY QUALITY PROCEDURES

Campus Werribee.
Prerequisite(s) To be advised
Content Apply quality concepts.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

TDTJ297 APPLY QUALITY SYSTEMS

Campus Werribee.
Prerequisite(s) Nil
Content Apply quality concepts; Work within a quality improvement system; Use quality improvement systems, tools and techniques.
Required Reading To be advised
Nominal Hours 35-40 Hours
Assessment As per accredited curriculum

TDTJ398A APPLY GRAIN PROTECTION MEASURES

Campus Werribee.
Prerequisite(s) Nil
Content Prepare for application of pest control measures; Apply pest control measures; Ventilate fumigated storages; Maintain records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ498A IMPLEMENT GRAIN MONITORING MEASURES

Campus Werribee.
Prerequisite(s) Nil
Content Install grain quality control equipment; Monitor the quality of stored commodities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ598 SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS

Campus Werribee.
Prerequisite(s) Nil
Content Establish specifications and test procedures; Select evidence; Conduct and interpret tests; Report findings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ698 IMPLEMENT GRAIN PROTECTION PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Identify required pest control measures; Prepare for application of pest control/ measures; Monitor application of pest control measures; Ventilate fumigated storages; Maintain records.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK197 USE COMPUTER APPLICATIONS

Campus Werribee.
Prerequisite(s) To be advised
Content Identify computer management information equipment and systems; Set up and shutdown equipment for use; Input, retrieve and present files/data.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTK297 USE INFOTECHNOLOGY DEVICES IN THE WORKPLACE

Campus Werribee.

Prerequisite(s) To be advised
Content Identify computer system and software application for work; Input, store and retrieve data; Implement workplace procedures for management and security of data.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK397 APPLY KEYBOARD SKILLS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Apply OH&S principles; Enter data.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTK798 PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTL197 COMPLETE INDUCTION PROCEDURES

Campus Werribee.
Prerequisite(s) Nil
Content Identify major/zones of the workplace, in terms of functions; organisational structures and occupation; Organise and accept responsibility for own workload; Apply ethical practices; Receive and act constructively on personal feedback; Participate in identifying and meeting own learning needs; Plan and organise a personal daily routine.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

TDTL1998A IMPLEMENT AND MONITOR TRANSPORT LOGISTICS

Campus To be advised
Prerequisite(s) To be advised
Content Skills and knowledge required to implement, monitor and maintain effective and efficient transport logistics systems; mobilise resources; multi-modal transport activities; consignment(s) tracking; contingency management strategy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTL397 CONDUCT INDUCTION PROCESS

Campus Werribee.
Prerequisite(s) Nil
Content Outline relationship between employee and the company; Establish requirements of position; Complete relevant workplace documentation.
Required Reading To be advised
Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTL898A COMPLETE ROUTINE ADMINISTRATIVE TASKS

Campus Werribee.
Prerequisite(s) Nil
Content Receive and distribute incoming mail; Receive and despatch outgoing mail; File documents; Identify and retrieve documents; Receive and relay written and oral messages.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTL998A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Manage staff and set own work priorities; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTL1098A ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Assess goods/stock to be transported and assess transit requirements; Complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTL2198A COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Planning including engineering specifications, approvals and labour requirements, preparation of foundations for storage area, sequencing for dismantling and removal of material including labour requirements.
Required Reading Plan and erect temporary storage facilities and dismantle after use.
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTM197 PREPARE FOR TRAINING (CATEGORY 1)

Campus Werribee.
Prerequisite(s) Nil
Content Confirm the need for training; Plan and document training session; Arrange location and resources; Notify employees.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTM297 DELIVER TRAINING (CATEGORY 1)

Campus Werribee.
Prerequisite(s) TDTM197 Prepare for Training (Category 1)
Content Prepare employees; Instruct employees; Provide opportunities to practice; Confirm employee has reached required standard of performance.
Required Reading To be advised
Nominal Hours Shown in TDTM197 Hours

Assessment As per accredited curriculum

TDTM397 REVIEW TRAINING (CATEGORY 1)

Campus Werribee.
Prerequisite(s) TDTM297 Deliver Training (Category 1)
Content Evaluate training session; Record training; Provide information on training.
Required Reading To be advised
Nominal Hours Shown in TDTM197 Hours
Assessment As per accredited curriculum

TDTM497A PREPARE FOR TRAINING (CATEGORY 2)

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Confirm need for training and define training requirements; Develop training programs and prepare learning materials; Manage training events and establish training data bank.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTM597A DELIVER TRAINING (CATEGORY 2)

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Prepare employees for the learning experience and present training sessions; Support employees in managing their own learning and facilitate group learning; Provide feedback to employees and review delivery experience.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTM697A REVIEW AND PROMOTE TRAINING (CATEGORY 2)

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Evaluate training; Record training data and report on training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTN197 CONDUCT ASSESSMENT IN ACCORDANCE WITH AN ESTABLISHED ASSESSMENT PROCEDURE

Campus Werribee.
Prerequisite(s) Nil
Content Identify and explain the context for assessment; Plan evidence gathering opportunities; Organise assessment; Gather evidence.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited curriculum

TDTN297 EXTENSION UNIT PLAN AND REVIEW ASSESSMENT

Campus Werribee, Industry.
Prerequisite(s) To be advised
Content Establish assesment evidence required; Establish suitable assessment method(s); Develop simple assessment tools; Review evidence requirements, assessment methods and assessment tools; Periodically review the assessment procedures.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

TDTN297A EXTENSION UNIT – PLAN AND REVIEW ASSESSMENT

Campus Werribee, Industry.
Prerequisite(s) TDTN197A Conduct assessment in accordance with an established assessment procedure.
Content Establish evidence and suitable assessment methods; Develop assessment tools and review evidence requirements periodically.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTN397 DEVELOP ASSESSMENT TOOLS

Campus Werribee, Industry.
Prerequisite(s) To be advised
Content Identify appropriate assessment tools; Assemble assessment tools; Trial and review assessment tools.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

TDTO398 UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Select loading site; Undertake load transfer; Complete transfer documentation.
Required Reading To be advised
Nominal Hours TBA
Assessment As per accredited curriculum

TDTO498 CONDUCT SAFETY AND HAZARD CONTROL PROCEDURES FOR TRANSFERRING DANGEROUS/SPECIALISED GOODS

Campus Werribee.
Prerequisite(s) Nil
Content Clarify movements of hazardous or high risk goods; Implement safety and hazard control procedures for loading, unloading or goods movement activities; Review and complete goods transfer operation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO798 UNDERTAKE EMERGENCY RESPONSE ACTION

Campus Werribee.
Prerequisite(s) To be advised
Content Select emergency actions to be applied; Maintain communications; Report incident.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO898 IMPLEMENT CASH IN TRANSIT SECURITY EQUIPMENT

Campus Werribee.
Prerequisite(s) To be advised

Content Check and monitor personnel and goods within the work area; Coordinate responses or security incidents/emergencies; Carry out surveillance of work area; Complete reports.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTO998 TEST AND INSPECT CASH IN TRANSIT SECURITY INCIDENTS

Campus Werribee.
Prerequisite(s) To be advised
Content Inspect equipment and work area; Check equipment operational capability; Identify and assess the impact of faults on security requirements; Record and report results of inspection and testing.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTO1098 RESPOND TO CASH IN TRANSIT SECURITY INCIDENTS

Campus Werribee.
Prerequisite(s) To be advised
Content Identify the nature of potential security threats; Select emergency actions to be applied; Report incident.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTO1198 PROVIDE REVENUE PROTECTION MEASURES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Prepare for revenue protection activities; Implement revenue protection activities.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTO1298 MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR

Campus Werribee.
Prerequisite(s) To be advised
Content Monitor passenger behaviour; identify and resolve disruptive/unlawful activity; Take action to control unlawful behaviour; Report and document incident(s).
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTO1398 ADMINISTER SECURITY OF ASSETS AND FACILITIES

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Assess security requirements; Develop and implement security programs; Monitor and evaluate security programs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTP598A MANAGE WORKPLACE INFORMATION

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Identify and source information needs; Collect, analyse and report information; Use management information systems; Contribute to the preparation of operational plans and prepare resource proposals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTP1098 ASSESS JOB REQUIREMENTS AND PROVIDE QUOTATION

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Establish customer requirements; Determine credit rating of customer; Identify scope of work; Specify job requirements and methods with customers; Document quotation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ197 CONDUCT FINANCIAL TRANSACTIONS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Operate point of sale equipment; Transact sale; Clear register; Maintain sales documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTQ397 MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS

Campus Werribee.
Prerequisite(s) To be advised
Content Establish system requirements; Establish financial management system; Maintain financial reporting systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ498 ORGANISE FREIGHT INVOICING AND PAYMENT

Campus Werribee.
Prerequisite(s) To be advised
Content Prepare invoices; Coordinate documentation; Process payments.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ798A PREPARE AND PROCESS FINANCIAL DOCUMENTS

Campus Werribee.
Prerequisite(s) Nil
Content Record and balance petty cash transactions; Reconcile invoices for payment to creditors; Prepare invoices for debtors; Prepare and process banking documents.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ998 CONDUCT COURIER DELIVERY CASH TRANSACTIONS

Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Establish price with customer; Conduct transaction; record transaction details.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTR198A MONITOR SUPPLIER PERFORMANCE

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Administer supplier contracts and complete documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTR297A SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS

Campus Werribee, Industry.
Prerequisite(s) Nil
Content Analyse supply requirements and evaluate contractors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTT198A CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM

Campus Werribee.
Prerequisite(s) Nil
Content Identify records to be captured; Register the record.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT298 DOCUMENT A RECORDS SYSTEM

Campus Werribee.
Prerequisite(s) Nil
Content Identify the records creators and their accountability requirements; Locate the records creators in their organisational structure; Identify the activities/function documented by the records; Analyse and describe the recordkeeping system in which the records are created to identify the series; Describe the links between recordkeeping; Describe the anomalies to the normal order of the series; Document the records series and its relationships over time.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTT398 IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED

Campus Werribee.
Prerequisite(s) Nil
Content Identify records to be captured; Classify the record; Register the record.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTT498A MAINTAIN CONTROL OF RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Track record; Conduct a file audit; Prepare reports from records system; Prepare staff lists.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT598A PROVIDE INFORMATION FROM AND ABOUT RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Identify range of records required; Gather required records; Interpret and administer access rules and procedures; Provide the required records.
Required Reading To be advised

Nominal Hours 20 Hours

Assessment As per accredited curriculum

TDTT698 PROVIDE RECORDS RETRIEVAL SERVICE

Campus Werribee.
Prerequisite(s) Nil
Content Locate/retrieve records required; Ensure security of records; Deliver the record or record information.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT798 SENTENCE RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Identify records for sentencing; Examine records for sentencing; Select disposal status for records; Record the disposal status.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

TDTT998 UNDERTAKE MOVEMENT OF RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Select records for movement; Maintain control of records; Transfer records.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTT1098 DESTROY RECORDS

Campus Werribee.
Prerequisite(s) Nil
Content Collect records to be destroyed; Select destruction mode; Destroy records; Document procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TEC201A SELECT, OPERATE AND MAINTAIN OFFICE EQUIPMENT

Campus To be advised

Prerequisite(s) Nil
Content Selecting and operating equipment; Rectifying minor faults.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC202A OPERATE COMPUTER – ACCESS AND RETRIEVE DATA

Campus To be advised
Prerequisite(s) Nil
Content Operating computer equipment; Open and close files; Retrieve and print data.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC203A OPERATE COMPUTER – SIMPLE DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Create a file; Produce a document from written text; Edit information; Problem solving; Print and save a document; Exiting a system.
Required Reading To be advised
Nominal Hours 55 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC204A ORGANISE COPYING AND COLLATING OF DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Copy, collate and distribute documents.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC301A OFFICE EQUIPMENT – ADVANCED FUNCTIONS

Campus To be advised
Prerequisite(s) Nil
Content Operate equipment; Complete tasks; Ensure equipment is maintained.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC302A DESIGN AND DEVELOP DOCUMENTS AND REPORTS WORKSHEETS

Campus To be advised
Prerequisite(s) Nil
Content Identify document requirements; Design and enhance document formats.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC303A MAINTAIN COMPUTER FILES

Campus To be advised
Prerequisite(s) Nil
Content File maintenance.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC304A OPERATE AND MAINTAIN COMPUTER PRINTER

Campus To be advised
Prerequisite(s) Nil
Content Set printer for document requirements; Maintain printer.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC401A PRODUCE COMPLEX DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content Effective performance of hardware and software; Customise software to maximise performance in producing complex documents and maintain.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC402A ASSIST IN MAINTENANCE OF A COMPUTER SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content Document design and production; Manage allocation of document design and production task.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC403A IDENTIFY AND USE NEW AND EXISTING TECHNOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Maintain current knowledge of developments in information technology; Identify new technology to assist the enterprise to meet its goals; Use new technology to solve problems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC404A CUSTOMISE AND MAINTAIN SOFTWARE

Campus To be advised
Prerequisite(s) Nil
Content Maintain effective performance of hardware and software; Customise software to maximise performance in producing complex documents; Maintain customised software.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC501A MANAGE DOCUMENT DESIGN AND PRODUCTION

Campus To be advised
Prerequisite(s) Nil
Content Document design and production; Manage allocation of document design and production task.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEC502A MANAGE ESTABLISH AND MAINTAIN WORKGROUP NETWORK

Campus To be advised
Prerequisite(s) Nil
Content Manage the establishment of and maintain a workgroup network; Assist and train network users.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEM201A ALLOCATION AND COMPLETION OF TEAM TASKS

Campus To be advised
Prerequisite(s) Nil
Content Complete own tasks and assist others.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEM301A NEGOTIATE WITH TEAM, ALLOCATE AND COMPLETE TASKS

Campus To be advised
Prerequisite(s) Nil
Content Clarify tasks to achieve team goals; Negotiate allocation of tasks; Monitor completion of allocated tasks.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEM401A SUPERVISE TEAM TO ENSURE GOALS ARE ACHIEVED

Campus To be advised
Prerequisite(s) Nil
Content Plan work for team; Allocate tasks to members of the team; Monitor team performance; Recognise training needs.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEM402A PREPARE, DELIVER AND REVIEW TRAINING FOR TEAM

Campus To be advised
Prerequisite(s) Nil
Content Confirm the need for training; Plan and document training; Arrange location and resources; Notify, prepare and instruct trainees; Provide opportunities for practice; Confirm trainee has reached required standard of performance; Evaluate training session; Record

and provide information on training. (This unit of competency is equivalent to Workplace Trainer Category 1, Units 1, 2 and 3).
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEM501A MANAGE THE TEAM – ENTERPRISE GOALS

Campus To be advised
Prerequisite(s) Nil
Content Clarify the link between goals of the team and goals of the enterprise; Plan and allocate work for the team; Monitor performance and evaluate achievements of the team.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEM502A PARTICIPATE IN STAFF SELECTION

Campus To be advised
Prerequisite(s) Nil
Content Identify position requirements; Draft job vacancy advertisement; Select and employ staff.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification.

TEM503A PREPARE FOR TRAINING

Campus To be advised
Prerequisite(s) Nil
Content Confirm the need and define training requirements; Develop programs and prepare learning materials; Manage training events; Establish training data bank. (This unit of competency is equivalent to Workplace Trainer Category 2, Unit 1).
Required Reading To be advised
Nominal Hours 100 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification

TEM504A CONDUCT ASSESSMENT

Campus To be advised
Prerequisite(s) Nil
Content Establish evidence required and assessment method(s); Identify and explain the context of assessment; Plan evidence gathering opportunities; Provide feedback to person(s) being assessed; Report on the conduct of the assessment; Review assessment; Develop simple assessment tools; Review evidence requirements, assessment methods and assessment tools; Organise assessment and gather evidence; Make the assessment decision and record assessment results. (This unit of competency is equivalent to Workplace Trainer Category 2, Unit 3).
Required Reading To be advised
Nominal Hours 50 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification

THHADFB01A PROVIDE SPECIALIST ADVICE ON FOOD

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to develop and maintain in-depth knowledge of food and apply that knowledge to food service operations.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHADFB02A PROVIDE SPECIALIST WINE SERVICE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide specialist advice on wine and to evaluate and develop wine lists in a hospitality enterprise.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHADFB03A PREPARE AND SERVE COCKTAILS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare and serve cocktails in a range of hospitality enterprises.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHBCC01A USE BASIC METHODS OF COOKERY

Campus To be advised
Prerequisite(s) Nil
Content This unit deals with different types of cookery which can be used to prepare menu items.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHBCC02A PREPARE APPETISERS AND SALADS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare and present appetisers and salads.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBCC02aA PREPARE SANDWICHES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare and present sandwiches.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

THHBCC03A PREPARE STOCKS AND SAUCES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare various stocks and sauces.
Required Reading To be advised
Nominal Hours 28 Hours
Assessment As per accredited curriculum

THHBCC03aA PREPARE SOUPS

Campus To be advised
Prerequisite(s) Nil

Content This unit provides the skills and knowledge required to prepare various soups.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBCC04A PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare various vegetables, eggs and farinaceous dishes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHBCC05A PREPARE AND COOK POULTRY AND GAME

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to select, prepare, present and store poultry and game.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBCC06A PREPARE AND COOK SEAFOOD

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to select, prepare, present and store seafood.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHBCC07A IDENTIFY AND PREPARE MEAT

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to select, prepare, present and store meats.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHBCC08A PREPARE HOT AND COLD SWEETS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required for the preparation of a range of hot and cold desserts in a variety of establishments.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHBCC09A PREPARE PASTRY, CAKES AND YEAST GOODS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to produce a range of pastries, cakes and yeast based foods.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THHBCC11A IMPLEMENT FOOD SAFETY PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge to enable implementation of Food Safety Procedures, using the HACCP method (Hazard Analysis and Critical Control Points) as a food safety regime.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBCC15A ORGANISE FOOD SERVICE OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit deals with the organisational process required to organise Food Service operations.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

THHBFB01A OPERATE A BAR

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to carry out bar operations in a range of hospitality enterprises.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHBFB01aA CLEAN AND TIDY BAR AREAS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide general assistance in a bar area.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBFB02/3A PROVIDE FOOD AND BEVERAGE SERVICE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide food and beverage service to customers in a range of different industry contexts.
Required Reading To be advised
Nominal Hours 110 Hours
Assessment As per accredited curriculum

THHBFB04A PROVIDE TABLE SERVICE OF ALCOHOLIC BEVERAGES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to advise on and serve a range of bottled alcoholic beverages within a dining or restaurant setting.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHBFB09A PROVIDE RESPONSIBLE SERVICE OF ALCOHOL

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to satisfy the requirements for responsible service of alcohol under State/Territory legislation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBFB10A PREPARE AND SERVE NON-ALCOHOLIC BEVERAGES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare and serve a range of teas, coffees and other non-alcoholic beverages.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHBFB11A DEVELOP AND UPDATE FOOD AND BEVERAGE KNOWLEDGE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills required to develop and maintain general knowledge in the area of food and beverage. It brings together much of the product knowledge that underpins effective work performance in a range of food service roles.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHBFO01A RECEIVE AND PROCESS RESERVATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to make reservations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHBFO02/3A PROVIDE ACCOMMODATION RECEPTION SERVICES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide arrival and departure services to guests in commercial accommodation establishments.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHBFO04A MAINTAIN FINANCIAL RECORDS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to keep financial records. As such it focuses on basic bookkeeping skills.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHBFO07A COMMUNICATE ON THE TELEPHONE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to effectively communicate on the phone. It is an essential skill for large numbers of people working in all sectors of the tourism and hospitality industries.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHBFO10A PROVIDE PORTER SERVICES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide services associated with bell desk or concierge in a commercial accommodation establishment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBH03/4A PREPARE ROOMS FOR GUESTS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare rooms for guests in a commercial accommodation establishment.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHBHO1A PROVIDE HOUSEKEEPING SERVICES TO GUESTS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide a range of general housekeeping services to guests.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBHO2A CLEAN PREMISES AND EQUIPMENT

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to carry out general cleaning duties within a range of tourism and hospitality enterprises.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBKA01A ORGANISE AND PREPARE FOOD

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to organise and prepare food stuffs for the kitchen.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHBKA02A PRESENT FOOD

Campus To be advised
Prerequisite(s) Nil

Content This unit provides the skills and knowledge required to efficiently and professionally present food.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

THHBKA03A RECEIVE AND STORE STOCK

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the knowledge to receive and store stock in a range of tourism and hospitality enterprises.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHBKA04A CLEAN AND MAINTAIN PREMISES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge to effectively clean and maintain premises that prepare and/or serve food.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHCOR01A WORK WITH COLLEAGUES AND CUSTOMERS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the interpersonal, communication and customer service skills required by all people working in the tourism and hospitality industries.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHCOR02A WORK IN A SOCIALLY DIVERSE ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the cultural awareness that is required by all people working in the tourism and hospitality industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHCOR03A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to follow health, safety and security procedures.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHGCS01A DEVELOP AND UPDATE LOCAL KNOWLEDGE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to build and maintain the local knowledge that is required to effectively respond

to customer information requests in a range of tourism and hospitality enterprises.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHGCS02A PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHGCS03A DEAL WITH CONFLICT SITUATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to handle difficult interpersonal situations – both with customers and colleagues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGCS04A MAKE PRESENTATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to make effective presentations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGCS05A ORGANISE FUNCTIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to organise functions within a hospitality or tourism enterprise.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGCS06A PLAN AND IMPLEMENT SALES ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content This unit deals with the skills and knowledge required to plan and implement sales activities in a tourism and hospitality context.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGCS07A CO-ORDINATE MARKETING ACTIVITIES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to co-ordinate a range of marketing and promotional activities in a tourism and hospitality context.
Required Reading To be advised

Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGCS08A ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to manage business relationships within a tourism or hospitality context.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGCT01A ACCESS AND RETRIEVE COMPUTER DATA

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required for basic data entry on a computer.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHGCT02A PRODUCE DOCUMENTS ON COMPUTER

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to produce simple computer documents using a single word processing computer application.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGCT03A DESIGN AND DEVELOP COMPUTER DOCUMENTS, REPORTS AND WORKSHEETS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to take responsibility for the set up and production of computer documents using a range of software applications.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHGFA01A PROCESS FINANCIAL TRANSACTIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to process and balance financial transactions in a range of tourism and hospitality contexts.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHGFA04A PREPARE FINANCIAL STATEMENTS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare the financial statements required to monitor business performance.
Required Reading To be advised
Nominal Hours 35 Hours

Assessment As per accredited curriculum

THHGGA01A COMMUNICATE ON THE TELEPHONE

Campus To be advised
Prerequisite(s) To be advised
Content This unit deals with the skills and knowledge required to effectively communicate on the phone. It is an essential skill for large numbers of people working in all sectors of the tourism and hospitality industries.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHGGA02A PERFORM CLERICAL PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to complete a range of routine office procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGGA04A PREPARE BUSINESS DOCUMENTS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare a range of business documents in different tourism and hospitality contexts.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHGGA05A PLAN AND MANAGE MEETINGS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to plan and co-ordinate meetings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGGA07A CONTROL AND ORDER STOCK

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to control and order stock in a range of tourism and hospitality enterprises.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHGGA08A PLAN AND ESTABLISH SYSTEMS AND PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to develop and implement new ways of doing things in the workplace.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHGGA09A MANAGE PROJECTS

Campus To be advised

Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to manage major projects within a tourism or hospitality context.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGHS01A FOLLOW WORKPLACE HYGIENE PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to follow the key hygiene procedures which apply in many sectors of the hospitality industry, and within some tourism sectors. This unit is particularly relevant to the Kitchen, Housekeeping, Food and Beverage and some Tour Operations.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHGLE01A MONITOR WORK OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to oversee and monitor the quality of work operations within a tourism or hospitality enterprise.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE02A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to implement health, safety and security procedures in the workplace.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE03A DEVELOP AND IMPLEMENT OPERATIONAL PLANS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to implement the planning process within the workplace.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHGLE04A ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the management of health, safety and security in tourism and hospitality enterprises.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE05A ROSTER STAFF

Campus To be advised
Prerequisite(s) Nil

Content This unit provides the skills and knowledge required to develop staff rosters.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE07A RECRUIT AND SELECT STAFF

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to recruit and select staff within the framework of overall human resource plans.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE08A LEAD AND MANAGE PEOPLE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to lead and manage teams of people in the workplace.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE09A MANAGE WORKPLACE DIVERSITY

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide leadership in a diverse workplace where customers and staff are from a wide range of backgrounds.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE10A MANAGE WORKPLACE RELATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to manage workplace relations, from an industrial relations perspective.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE11A MANAGE QUALITY CUSTOMER SERVICE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to manage workplace relations, from an industrial relations perspective.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE12A DEVELOP AND MANAGE MARKETING STRATEGIES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to develop and manage marketing strategies within a tourism and hospitality context.
Required Reading To be advised
Nominal Hours 50 Hours

Assessment As per accredited curriculum

THHGLE13A MANAGE FINANCES WITHIN A BUDGET

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to take responsibility for budget management.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE14A PREPARE AND MONITOR BUDGETS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to prepare and monitor budgets.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE15A MANAGE FINANCIAL OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to manage the day to day financial operations within a tourism or hospitality enterprise.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

THHGLE16A MANAGE PHYSICAL ASSETS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to manage the physical assets of a tourism or hospitality enterprise.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGLE17A MANAGE AND PURCHASE STOCK

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to establish stock control and stock purchasing systems within a tourism or hospitality context.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THHGLE19A DEVELOP AND IMPLEMENT A BUSINESS PLAN

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required for strategic business planning and management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THHGLE20A DEVELOP AND MAINTAIN THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to ensure business compliance with legislation governing the tourism and hospitality industries.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGTR01A COACH OTHERS IN JOB SKILLS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to provide on-the-job coaching to colleagues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHHCO01A DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to access, increase and update knowledge of the hospitality industry including different industry sectors and relevant industry legislation.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THHSCAT02A PLAN THE TOTAL CONCEPT FOR A MAJOR EVENT OR FUNCTION

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge to plan the total concept for a major event or function.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

THTFME01A CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to co-ordinate the on-site registration of guests/delegates at a meeting or event.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THTPPD01A CREATE AND IMPLEMENT STRATEGIC PRODUCTION DEVELOPMENT INITIATIVES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to manage strategic product development within tourism enterprises.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THTPPD02A RESEARCH TOURISM DATA

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to conduct formal research in a tourism context.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

THTPPD03A SOURCE AND PACKAGE TOURISM PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to research and package tourism products to meet the needs of particular markets or customers.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THTPPD06A PLAN AND DEVELOP ECOLOGICALLY SUSTAINABLE TOURISM OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to undertake the strategic planning of ecologically sustainable tourism operations.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

THTPPD08A PLAN AND DEVELOP MEETING/EVENT PROPOSALS AND BIDS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to plan and develop proposals and bids for the staging of meetings and events.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTPPD09A DEVELOP CONFERENCE PROGRAMS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge to design a conference program.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTPPD13A ASSESS TOURISM OPPORTUNITIES FOR LOCAL COMMUNITIES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to assess the general costs and benefits of tourism development for local communities.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THTPPD14A DEVELOP AND IMPLEMENT

LOCAL/REGIONAL TOURISM PLAN

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to develop and implement a strategic tourism plan in a local or regional context.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THTSMA01A COORDINATE THE PRODUCTION OF BROCHURES AND MARKETING MATERIALS

Campus To be advised
Prerequisite(s) Nil
Content Plan the production of brochures and marketing material; Produce information for inclusion; Obtain quotations for artwork and printing as appropriate; Develop final copy for brochures and marketing materials; Coordinate production of brochures marketing materials.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THTSMA02A CREATE A PROMOTIONAL DISPLAY/STAND

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to create a promotional display/stand in a range of different tourism and hospitality contexts.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THTSOP02A SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to source and provide destination information and advice.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

THTSOP03A ACCESS AND INTERPRET PRODUCT INFORMATION

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to access and interpret a range of specific tourism product information.
Required Reading To be advised
Nominal Hours 55 Hours
Assessment As per accredited curriculum

THTSOP04A SELL TOURISM PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to sell tourism services and products proactively in a range of industry contexts.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THTSOP05A PREPARE QUOTATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to calculate the costs of products and services accurately and present quotations to customers.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THTSOP06A RECEIVE AND PROCESS RESERVATIONS

Campus To be advised
Prerequisite(s) To be advised
Content This unit deals with the skills and knowledge required to receive and process reservations for a tourism product or service.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THTSOP07A BOOK AND CO-ORDINATE SUPPLIER SERVICES

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to book and co-ordinate supplier services in a range of different tourism contexts.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THTSOP08A OPERATE A COMPUTERISED RESERVATION SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content This unit deals with the skills and knowledge required to use a computerised reservations system (CRS) for a range of tourism products and services.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

THTSOP09A PROCESS NON-AIR DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content This unit deals with the skills and knowledge required to process a range of documentation commonly used/ issued within the tourism industry.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THTSOP10A CONSTRUCT AND TICKET DOMESTIC AIRFARES

Campus To be advised
Prerequisite(s) To be advised
Content This unit deals with the skills and knowledge required to correctly construct fares and issue documentation for domestic air travel.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THTSOP15A PROCESS AND MONITOR MEETING/EVENT REGISTRATIONS

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to process and monitor registrations for a range of meetings and events.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THTTCO01A DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to access, increase and update knowledge of the tourism industry including different industry sectors and relevant industry legislation.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VA020 AND VA210 – ENGLISH UNITS 1 – 4

Campus To be advised
Prerequisite(s) To be advised
Content Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.
Required Reading To be advised
Nominal Hours VA020 and VA 021-72 Hours each, VA210 and VA211-68 Hours each
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY UNIT 1

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Role and practice of information processing in assisting people to solve problems more effectively; Functions and capabilities of information processing equipment; Influences on and effects of developments in information technology.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY UNIT 2

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA030 PHYSICS UNIT 1: HEAT, LIGHT, RADIOACTIVITY AND NUCLEAR ENERGY

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to the nature and scope of physics.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA030 PHYSICS UNIT 2: MOVEMENT AND ELECTRICITY

Campus To be advised
Prerequisite(s) To be advised
Content Key concepts of mechanics and electricity.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY UNIT 1: MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Range of chemical processes through a study of common materials; Properties of both useful and waste materials and their modification.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY UNIT 2: CHEMISTRY IN EVERYDAY LIFE

Campus To be advised
Prerequisite(s) To be advised
Content Chemical reactions that occur in the biosphere; appropriate chemical concepts; Evaluation of the environmental impact of human activity.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY UNIT 1: ORGANISMS IN THEIR ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Characteristics of living things and their environmental requirements; Complex interactions that sustain life on earth; Interplay between activities and ecosystems.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY UNIT 2: ORGANISMS IN THEIR ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Biological processes common to all organisms; Similarities and differences between plants and animals; Use of technology to explore, maintain and modify biological functions and issues arising.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 UNIT 1: HISTORY 1 – TWENTIETH CENTURY HISTORY (1900-1945)

Campus To be advised
Prerequisite(s) To be advised
Content Momentous events and new ideas that occurred in the first half of the 20th century; Challenges to the 'Old World'; New forms of economic and political organisations and cultural expression. Possible topics include World War II, the jazz age, the Russian Revolution, the rise of fascism, the Spanish Civil War and World War II.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 UNIT 2: HISTORY 2 – TWENTIETH CENTURY HISTORY (SINCE 1945)

Campus To be advised
Prerequisite(s) To be advised
Content Main events; Competing ideologies and social movements since 1945; Inter-play between domestic events and international developments. Possible topics include the Cold War, the Vietnam War, the civil rights movement in the USA, the Chilean coup, the revolution in Nicaragua.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING UNIT 1: PERSONAL ACCOUNTING

Campus To be advised
Prerequisite(s) To be advised
Content Basic skills and approaches of accounting ; gathering, recording, analysing, interpreting and reporting financial information for personal use in everyday life.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING UNIT 2: SINGLE ENTRY ACCOUNTING FOR SMALL BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Single entry procedures in a business environment with a focus on trading and service-type small businesses; Recording of transactions from verifiable evidence without the use of ledger accounts.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA046 PSYCHOLOGY UNIT 1: DEVELOPMENT OF BEHAVIOUR

Campus To be advised
Prerequisite(s) To be advised
Content How important developmental events unfold in childhood; Development of individual and social behaviour.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA046 PSYCHOLOGY UNIT 2: SELF AND OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Differences between people; Idea of normality and its applications to the constructs of intelligences and personality; Influences of groups and society on the individual.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA052 BUSINESS MANAGEMENT UNIT 3: HUMAN RESOURCES MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Role of management in the development and implementation of human resource policy; Links between management and human resources; industrial relations and changes occurring in human resource management policies.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA052 BUSINESS MANAGEMENT UNIT 4: CORPORATE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Broad range of management functions within the context of large business; Methods used by management to achieve the objectives of the organisation; Management styles; How change is managed in large organisations.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA054 AND VA056 ENGLISH AS A SECOND LANGUAGE UNITS 1 – 4

Campus To be advised
Prerequisite(s) To be advised
Content Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.
Required Reading To be advised
Nominal Hours 216 Hours each
Assessment As per accredited curriculum

VA060 LEGAL STUDIES UNIT 1: THE INDIVIDUAL AND THE LAW

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to the nature of law, The Need of laws and their effect on the individual; Identify problems which might be resolved by access to the law; Avenues of legal assistance; Two basic types of law-criminal and civil.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA060 LEGAL STUDIES UNIT 2: THE LAW IN OPERATION

Campus To be advised
Prerequisite(s) To be advised
Content Links between the law and the community; Dilemmas facing the law and measures for assessing the appropriateness of the law as it responds to the expectations of the community.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA221 ACCOUNTING UNIT 3: DOUBLE ENTRY ACCOUNTING FOR SERVICE FIRMS

Campus To be advised
Prerequisite(s) To be advised
Content Double entry accounting procedures for recording from verifiable evidence; Accrual method of recognition of revenue and expenses . Focuses on service firms that rely predominantly on the skill or expertise of personnel to satisfy client needs.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA221 ACCOUNTING UNIT 4: DOUBLE ENTRY ACCOUNTING FOR TRADING FIRMS

Campus To be advised
Prerequisite(s) To be advised
Content Further development of double entry accounting procedures through the introduction of trading firms: Accounting for management; Design of appropriate reports; Alternative available to accountants both in recording and reporting transactions. The unit focuses on trading firms which are engaged in selling goods to customers for a profit.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA223 BIOLOGY UNIT 3: SURVIVAL MECHANISMS

Campus To be advised
Prerequisite(s) To be advised
Content Cellular processes and the various mechanisms that enhance the survival of individual organisms, technologies used to increase an organism's chance of survival when its control systems or defences are inadequate.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA223 BIOLOGY UNIT 4: BIOLOGICAL CONTINUITY CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Mechanisms of biological inheritance; Processes of evolution; Consequences for society development in modern biology such as advanced biological technology.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA225 CHEMISTRY UNIT 3: CHEMISTRY AND THE MARKET PLACE

Campus To be advised
Prerequisite(s) To be advised
Content A global perspective of larger-scale industrial production of some chemicals, the work of chemists in these industries. Modification of molecular structure; Surface chemistry; Quality control; analytical techniques and the work of analytical chemists.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA225 CHEMISTRY UNIT 4: ENERGY AND MATTER

Campus To be advised
Prerequisite(s) To be advised
Content Relationship between the production and use of energy in inanimate and living systems; Reviews the concept of moles;, chemical reactions, stoichiometry, equilibrium, organic chemistry and atomic structure; Development of chemical ideas within the context of the Periodic Table.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA231 HEALTH AND HUMAN DEVELOPMENT UNIT 3: PEOPLE, FOOD AND NUTRITION

Campus To be advised
Prerequisite(s) To be advised
Content This unit examines the vital role of food in people's lives, its importance in physiological development and its role in the development of social and cultural patterns; The numerous influences on food choice and the effect of the availability of a great variety of foods on food trends in Australia are also examined.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA231 HEALTH AND HUMAN DEVELOPMENT UNIT 4: GROWTH AND DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content This unit examines growth and development across the human life span, including factors affecting growth and development, the management of resources at different stages of the life span, and community resources available to assist growth and development.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA239 LEGAL STUDIES UNIT 3: MAKING AND CHANGING THE LAW

Campus To be advised
Prerequisite(s) To be advised
Content Institutions and processes that determine laws in Australia; Process by which laws are changed; Roles of parliament and the courts as law-making bodies.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA239 LEGAL STUDIES UNIT 4: DISPUTE SETTLEMENT AND THE ATTAINMENT OF JUSTICE

Campus To be advised
Prerequisite(s) To be advised
Content Dispute-settling institutions, processes and procedures that operate within the legal system; Evaluation of the legal system as a whole; Strengths and weaknesses of the legal system; Areas possibly in need of change and reform.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA241 PHYSICS UNIT 3: INVESTIGATION, SOUND, ELECTRONICS AND ELECTRICAL POWER

Campus To be advised
Prerequisite(s) To be advised
Content Sound; Electronics; Electric power; Principles of investigation.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA241 PHYSICS UNIT 4: MOTION, GRAVITY, STRUCTURES, LIGHT AND MATTER

Campus To be advised
Prerequisite(s) To be advised
Content Overview of physics; Universal gravitation; Force-energy relationships; Ideas of modern physics
Required Reading To be advised
Nominal Hours 85 Hours

Assessment As per accredited curriculum

VA245 PSYCHOLOGY UNIT 3: EXPERIENCING THE WORLD

Campus To be advised
Prerequisite(s) To be advised
Content Ways in which people receive, interpret and act on information about the world.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA245 PSYCHOLOGY UNIT 4: LEARNING, MEMORY AND THINKING

Campus To be advised
Prerequisite(s) To be advised
Content Cognitive processes that underlie effective functioning in the world.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA247 AUSTRALIAN HISTORY UNITS 3 AND 4

Campus To be advised
Prerequisite(s) To be advised
Content Meanings that have been made of Australia's past by historians, film makers, politicians, novelists, artists and others; Issues and problems involved with the role of history in society and the nature of historical inquiry.
Required Reading To be advised
Nominal Hours 68 Hours each
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY UNIT 3: INFORMATION PROCESSING AND MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA249 INFORMATION TECHNOLOGY UNIT 4: INFORMATION PROCESSING AND MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS UNIT 1

Campus To be advised
Prerequisite(s) To be advised
Content Statistics; Arithmetic; Functions and graphs; Algebra, Additional material involving trigonometry, geometry and/or probability may also be included.
Required Reading To be advised

Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA253 GENERAL MATHEMATICS 2

Campus To be advised
Prerequisite(s)
Content Geometry plus some or all of: Arithmetic; Functions and graphs; Trigonometry; Algebra; Probability.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA255 MATHEMATIC METHODS UNIT 1

Campus To be advised
Prerequisite(s) To be advised
Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA255 MATHEMATICS METHOD UNIT 2

Campus To be advised
Prerequisite(s) To be advised
Content Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS UNIT 3

Campus To be advised
Prerequisite(s) To be advised
Content Further Mathematics Units 3 and 4 consist of a compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material in probability and statistics and one of the optional modules.
The optional modules are Mathematical applications to solve problems in real-life situations; Learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; Undertake a statistical investigation based on the course material.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA257 FURTHER MATHEMATICS UNIT 4

Campus To be advised
Prerequisite(s) To be advised
Content Two optional modules will normally be covered: Arithmetic and applications; Probability and statistics; Geometry and Trigonometry; Graphs and relations; Business-related mathematics; Networks and decision mathematics.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VA259 AND VA260 MATHEMATICAL METHODS UNITS 3 AND 4

Campus To be advised
Prerequisite(s) To be advised

Content Co-ordinate geometry; Trigonometry functions; Calculus; Algebra; Statistics and Probability.
Required Reading To be advised
Nominal Hours VA259-60 Hours; VA260- 68 Hours
Assessment As per accredited curriculum

VA289 SPECIALIST MATHS 3 AND 4 (EVENING)

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content To be advised
Required Reading Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Units 3 and 4, consists of a compulsory core and a selection of one from four possible optional modules. The core material constitutes approximately 70 per cent of the content and involves extending and developing the material from Mathematical Methods Units 3 and 4 in: coordinate geometry; trigonometry functions; calculus; and algebra. It also involves the study of vectors in two from three dimensions. The optional modules are statistics and probabilty, geometry, mechanics; and logic.
Nominal Hours 59.5 Hours each
Assessment As per accredited curriculum

VA402 HEALTH AND HUMAN DEVELOPMENT UNITS 1 & 2

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Unit 1 focuses on adolescent related health issues. Unit 2 examines the social and health related factors surrounding the concept of family.
Required Reading Health and Human Development 2
Nominal Hours 72 Hours each
Assessment As per accredited curriculum

VAA164 ADVANCED PUBLIC RELATIONS 1

Campus To be advised
Prerequisite(s) VAA408 Applied Writing for Public Relations 1, VAA409 Applied Writing for Public Relations 2, VAA410 Applied Writing for Public Relations 3, VAA411 Applied Writing for Public Relations 4, VAF179 Public Relations 1, VAF180 Public Relations 2, BI016 Marketing Principles, VAF964 Strategic Marketing Planning, VAD470 Introduction to Market Research, VAF176 Public Relations Research.
Content In house public relations; External consultancy; Financial public relations; Community public relations; Government relations; Suppliers; and Consumer relations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment Administration Training Package Guidelines for Assessment of Qualification

VAA165 ADVANCED PUBLIC RELATIONS 2

Campus To be advised
Prerequisite(s) VAA164 Advanced Public Relations 1.
Content Ability to develop public relations campaigns including: Corporate identity; Special events; Sponsorship; Crisis public relations; Communications technology; Verbal and written presentation; and Public relations counselling.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAA197 AGED CARE

Campus Sunbury.
Prerequisite(s) Nil
Content This module provides students with a sound understanding of the aging process, and the special care required when nursing the elderly.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAA209 ADVANCED NOVEL 2

Campus: To be advised
Prerequisite: VAE282 Novel 2A; VAN040 Novel 2B
Content: The purpose of this module is to develop skills and techniques essential for writers interested in producing manuscripts of a sufficiently high standard for them to be considered for publication by the publishing industry.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAA303 ANALYSIS OF A DISPUTE

Campus To be advised
Prerequisite(s) Nil
Content Analyse a major industrial dispute; Parties associated with the dispute and roles; Issues and actions taken.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAA312 ANATOMY AND PHYSIOLOGY 1

Campus Sunbury.
Prerequisite(s) Nil
Content These subjects will provide students with a comprehensive understanding of normal anatomy and physiology. It provides the framework upon which the study of diseases and their implications for nursing care can be based.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

VAA314 ANATOMY AND PHYSIOLOGY 2

Campus Sunbury.
Prerequisite(s) Anatomy and Physiology 1 – for level 2.
Content These subjects will provide students with a comprehensive understanding of normal anatomy and physiology. It provides the framework upon which the study of diseases and their implications for nursing care can be based.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.
Required Reading To be advised
Nominal Hours 51-68 Hours; 1 Point

Assessment As per accredited curriculum

VAA409 APPLIED WRITING FOR PUBLIC RELATIONS 2

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide training in writing advanced styles required of a public relations practitioner.
Required Reading To be advised
Nominal Hours 51-68 Hours; 1 Point
Assessment As per accredited curriculum

VAA410 APPLIED WRITING FOR PUBLIC RELATIONS 3

Campus To be advised
Prerequisite(s) VAA408 Applied Writing for Public Relations 1; VAA409 Applied Writing for Public Relations 2
Content Extending skills to writing for specific media including: News Release, Backgrounders and Positions Papers; Print media; Radio media; Television media.
Required Reading To be advised
Nominal Hours 51-68 Hours; 1 Point
Assessment As per accredited curriculum

VAA411 APPLIED WRITING FOR PUBLIC RELATIONS 4

Campus To be advised
Prerequisite(s) VAA410 Applied Writing for Public Relations 3.
Content The purpose of this module is to build on the techniques applied in Applied Writing for Public Relations 3 which dealt with the Media over which the writer has little control and apply them to writing circumstances where the writer will have some control.
Required Reading To be advised
Nominal Hours 51-68 Hours; 1 Point
Assessment As per accredited curriculum

VAA685 BEHAVIOURAL AND SOCIAL ASPECTS OF DISABILITY

Campus Sunbury.
Prerequisite(s) Nil
Content This module discusses the effects of physical or intellectual disability on the individual, and the care of patients/clients with special needs.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAA910 CORPORATE WRITING 2A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A

Campus To be advised
Prerequisite(s) VAC412 Desktop Publishing 1.
Content The purpose of this module is to further develop the skills of desktop publishing which were begun in Desktop Publishing 1. It

continues design and development of text and introduces original creation of graphics on screen.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAB005 CASEWORK

Campus To be advised
Prerequisite(s) Nil
Content Development of expertise in communication and interpersonal skills. Involves both theoretical and practical material of social casework.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAB131 CLINICAL EXPERIENCE 1

Campus Sunbury.
Prerequisite(s) VAE395 Nursing 1, VAE296 Nursing 2.
Content These modules are conducted at a number of hospitals/nursing homes or allied health care facilities. It is hands on practical experience working with client/patients under the supervision of a Clinical Nurse Teacher.
Required Reading To be advised
Nominal Hours 170 Hours
Assessment As per accredited curriculum

VAB136 CLINICAL MEASUREMENTS

Campus Sunbury.
Prerequisite(s) Nil
Content This module will introduce the skills component of the course, with sessions on how to observe and alterations in normal physiological response.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAB137 CLINIC MICROBIOLOGY

Campus Sunbury.
Prerequisite(s) Nil
Content This module provides the student with a grounding in the concepts of microbiology, infection control and universal precautions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAB144 CLINICAL STUDIES

Campus Sunbury.
Prerequisite(s) THN1004 Anatomy and Physiology 1. Continuing Clinical Studies Semester 2 is dependant on passing Clinical Studies in Semester 1.
Content This module covers the problems that affect humans as a result of abnormal functioning. It introduces the nurse to an understanding of the disease process.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAB381 COMMUNITY WORK 1

Campus To be advised
Prerequisite(s) Nil

Content The nature and purposes of community service systems and community development; Opportunity to develop relevant skills.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAB382 COMMUNITY WORK 2

Campus To be advised
Prerequisite(s) Nil
Content The nature and purposes of community service systems and community development; Opportunity to develop relevant skills.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAB548 CONSUMER BEHAVIOUR CONCEPTS

Campus To be advised
Prerequisite(s) Nil
Content The consumer, as an individual, is subject to numerous influences including: The consumer behaviour concept; Role of consumer behaviour; Motivation processes; Perception processes; Behavioural and cognitive learning theories; Perspectives of the 'self'; Attitudes.
Required Reading To be advised
Nominal Hours 40-51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAB550 CONSUMER DECISION MAKING

Campus To be advised
Prerequisite(s) Nil
Content Consumer behaviour concepts applied to decision-making, group influences, opinion leadership, culture and subcultures as market segments including: Role of consumer; Collective decision making; Group influences and opinion leaders; Social class; Cultural and subculture; Innovation and diffusion; Social change.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAB607 COUNSELLING SKILLS

Campus To be advised
Prerequisite(s) Nil
Content The development of the theoretical and practice skills of counselling. This unit builds on Casework, Groupwork and Welfare Practice.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAB933 MYTHS AND SYMBOLS A

Campus To be advised
Prerequisite(s) Nil

Content The purpose of this module is to examine the nature and function of myths, and how writers can use them to enhance their work.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAC057 EDITING FOR PUBLIC RELATIONS

Campus To be advised
Prerequisite(s) VAA409 Applied Writing for Public Relations 2.
Content Principles and practice of editing, particularly for public relations and organisational communications including: Editorial roles; Copy editing and preparation; Construction and style of written English; Editing for target audiences; Computer software; Proofreading; Publications production.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAC389 PERFORMANCE WORKSHOP 2

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop performance writing material through workshop methods to test effectiveness of writing and performance. Participants will experience the role of performer, director, editor and dramaturge as a part of the learning process.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAC391 INTERNET SKILLS FOR WRITERS & EDITORS

Campus: To be advised
Prerequisite: VBK382 Computer Skills for Writers & Editors
Content: The purpose of this module is to access and use the Internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia.
Required Reading: To be advised
Nominal Hours: 68 Hours
Assessment: As per accredited curriculum

VAC412 DESKTOP PUBLISHING 1

Campus To be advised
Prerequisite(s) VBK382 Computer skills for Writers & Editors
Content The purpose of this module is to develop skills in design and production using desktop publishing software. It focuses on creation and manipulation of text and the use of prepared graphics.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAC441 FIELD EDUCATION 1, PLACEMENT

Campus To be advised
Prerequisite(s) Nil
Content Field Education forms a core component of the course and is an assessment requirement at each level of the course. Students cannot enroll in Field Education at Year One or Year Two unless they have completed or are making satisfactory progress in the core units for that year. Locations for placements are arranged by University staff in consultation with students. Field Education is usually undertaken on a full-time basis at set times when there are no classes scheduled.

Students work under supervision in at least two different practice settings to enable them to integrate and develop their class work. Only in special circumstances may one of the two placements be undertaken at the student's own work place. Intending applicants need to be aware of the time and financial commitment needed for this aspect of the course.
Required Reading To be advised
Nominal Hours 210 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAC443 FIELD EDUCATION 2, PLACEMENT

Campus To be advised
Prerequisite(s) Nil
Content Field Education forms a core component of the course and is an assessment requirement at each level of the course. Students cannot enrol in Field Education at Year One or Year Two unless they have completed or are making satisfactory progress in the core units for that year. Locations for placements are arranged by University staff in consultation with students. Field Education is usually undertaken on a full-time basis at set times when there are no classes scheduled. Students work under supervision in at least two different practice settings to enable them to integrate and develop their class work. Only in special circumstances may one of the two placements be undertaken at the student's own work place. Intending applicants need to be aware of the time and financial commitment needed for this aspect of the course.
Required Reading To be advised
Nominal Hours 280 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAC474 INDUSTRY OVERVIEW 1

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this course is to introduce learners to a range of occupations in the writing, editing and publishing industries and to professional issues associated with these occupations. Industry overview will be achieved by means of a series of guest speakers.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAC548 FIRST AID

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the student with the knowledge and skills to perform first aid in the workplace
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Written and Practical Demonstration

VAC845 GOVERNMENT STRUCTURES AND INFLUENCES

Campus To be advised
Prerequisite(s) VAF180 Public Relations 2.
Content Structure and responsibilities of federal, state and local governments and the relationships between them. Structure and influence of the trade union movement. Structure and influence of business councils, chambers of commerce and manufacture, associations and other industry groupings. Other key pressure groups.
Required Reading To be advised
Nominal Hours 51 Hours

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

VAC878 GROUP WORK 1

Campus To be advised
Prerequisite(s) Nil
Content Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAC879 GROUP WORK 2

Campus To be advised
Prerequisite(s) Nil
Content Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAD040 HUMAN BIOLOGY

Campus St Albans
Prerequisite(s) To be advised
Content The main focus of this subject is the naatomy and physiology of selected body systems. There is also an introduction to medical terminology, microbiology and genetics.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VAD065 HUSBANDRY OF BIRDS

Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours 20 Hours
Assessment To be advised

VAD171 INDUSTRIAL MARKETING

Campus To be advised
Prerequisite(s) Nil
Content Industrial marketing Australia; the purchasing function of a customer organisation, the nature of industrial buying behaviour and its significance to the industrial marketer; Methodology by which industrial marketers gather information; Distinguish features of industrial promotional mixes and develop a promotional mix for an industrial market; Distribution strategies for industrial markets.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAD260 PLAYWRITING 2A

Campus To be advised
Prerequisite(s) Highly recommended - Performance Writing 1A & Performance Writing 1B.
Content The purpose of this module is to develop skills in writing for live performance. It focuses on the development of a one-act play from original idea to finished, fully workshopped product.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAD349 INTERNATIONAL ECONOMIC GEOGRAPHY

Campus To be advised
Prerequisite(s) Nil
Content World population and urbanisation issues and relationships to limited resources; Changing international relationships; Recent trends in work trade and business globalisation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAD363 INTERNATIONAL BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content To provide an integrated treatment of theory and actual patterns and policies in international businesses; i.e. international trade, foreign direct investment and international finance.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VAD520 INTRODUCTION TO SOCIAL AND COMMUNITY SERVICES

Campus To be advised
Prerequisite(s) Nil
Content Support for students in fulfilling written and verbal requirements for the course; Basic communication theory; Use of the 'self' in welfare work; Other communication skills specific to welfare work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAD685 LAW AND ETHICS IN NURSING

Campus Sunbury, South Melbourne.
Prerequisite(s) Nil
Content This module provides the student with a sound understanding of the legal and ethical responsibilities of a Division 2 Registered Nurse of Victoria Code of Professional Conduct.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited curriculum

VAD686 LAW FOR WELFARE WORK

Campus To be advised
Prerequisite(s) Nil

Content Introduction to relevant legislation; What constitutes a legal problem; The sources of law; How the law works; Accessing information; Legal functions of welfare work and practice.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAD728 EDITING 2A

Campus To be advised
Prerequisite(s) VBK383 Editing 1A; VBK384 Editing 1B; VBK395 Role of the Editor.
Content The purpose of this module is to further develop the editing skills which were introduced in editing 1A & B. It applies these skills to the preparation of books and booklets from first draft to pre-print stage.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAD950 THE MARKETING CONCEPT

Campus To be advised
Prerequisite(s) Nil
Content Evolution of the marketing concept; Components and relationships between the strategic and marketing plan; Macro and micro environments; Marketing information systems; Consumer behaviour; Industrial markets and buyer behaviour; Market segmentation, targets, positioning and mix; International service and non-profit markets.
Required Reading To be advised
Nominal Hours 60-68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAD964 DESIGN AND LAYOUT

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE072 MEDICATIONS

Campus Sunbury.
Prerequisite(s) Nil
Content This module introduces the effects of medications on the nursing care of patient/clients.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAE272 NON FICTION 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in a range of non fiction writing tasks by applying principles of plain English,

demonstrating economy of words and undertaking a range of research and interview tasks.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE273 NON FICTION PROJECT 2A

Campus To be advised
Prerequisite(s) Nil
Content Edit and compare a variety of examples of non fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/headings, using illustrations, through workshopping synopsis and chapters of non fiction book. Analysis of the market.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE281 NOVEL 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE282 NOVEL 2A

Campus To be advised
Prerequisite(s) VAE281 Novel 1A & VAN039 Novel 1B or VAE863 Popular Fiction 1A & VAN044 Popular Fiction 1B
Content The purpose of this module is to continue the development the novel writing skills begun in Novel 1A&1B. It introduces additional features of novel writing techniques and continues with workshopping experiences
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE295 NURSING 1: MEETING THE NEEDS OF NUTRITION AND ELIMINATION

Campus Sunbury.
Prerequisite(s) Nil
Content This module will provide the student with an understanding of the nursing care required when caring for patients/clients in the hospital/nursing home environment. It follows the study of anatomy and physiology and clinical studies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAE296 NURSING 2: MEETING THE NEEDS OF HYGIENE, MOBILITY AND REST

Campus Sunbury.
Prerequisite(s) Nil
Content This subject will provide the student with an understanding of the nursing care required when caring for patients/clients in the hospital/nursing home environment. It follows the study of anatomy and physiology and clinical studies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAE297 NURSING 3: MEETING THE NEEDS OF RESPIRATION AND CIRCULATION

Campus Sunbury.
Prerequisite(s) VAE295 Nursing 1, VAE296 Nursing 2, and VBA604 Anatomy and Physiology 1.
Content This subject will provide the student with an understanding of the nursing care required when caring for patients/clients in the hospital/nursing home environment. It follows the study of anatomy and physiology and clinical studies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAE298 NURSING 4: NEEDS OF PATIENTS WITH PSYCHIATRIC ILLNESS

Campus Sunbury.
Prerequisite(s) VBA604 Anatomy and Physiology 1.
Content This subject will provide the student with an understanding of the nursing care required when caring for patients/clients in the hospital/nursing home environment. It follows the study of anatomy and physiology and clinical studies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAE303 NURSING: THE PROFESSION

Campus Sunbury.
Prerequisite(s) Nil
Content This subject will provide an insight into the history, philosophy of nursing, and an overview of Division 2 Registered Nurse functions within a health care team and a standard of professional conduct.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAE339 OCCUPATIONAL HEALTH AND SAFETY

Campus Sunbury.
Prerequisite(s) Nil
Content This module will provide students with a sound understanding of current occupational Health and Safety Principles and Laws, and their applicability to the role of the Division 2 Registered Nurse.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAE344 CORPORATE WRITING 1A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to identify factors involved in oral, aural, visual, written and electronic commercial communication.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE451 ORGANISATIONAL BEHAVIOUR

Campus To be advised
Prerequisite(s) Nil
Content Behaviour of individuals, groups and organisations.
Required Reading To be advised
Nominal Hours 40 Hours

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

VAE453 ORGANISATIONS AND MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Major concepts in organisation theory; Characteristics of Human Services organisations; Relation between the professional and the bureaucrat, change and the status quo.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAE544 SCIENTIFIC/TECHNICAL WRITING 2

Campus To be advised
Prerequisite(s) VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B concurrently with or prior to this module.
Content The purpose of this module is to develop skills in the characteristics of good reader-based writing for technical/scientific documentation.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE552 SCREENWRITING 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non fiction, and to examine preparation of proposals and synopses
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE664 PHLEBOTOMY (BLOOD COLLECTION)

Campus To be advised
Prerequisite(s) Nil
Content This module is to provide the student with the knowledge and skills required to collect blood, handle the specimen and complete appropriate documentation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAE831 POETRY 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in workshopping and production of poetry within the historical and contemporary context of arrange of poetry styles and techniques.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE863 POPULAR FICTION 1A

Campus: To be advised
Prerequisite: Nil

Content: The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshopping. Work is commenced on the drafting of a number of pieces or writing in Popular Fiction 1A which may be further expanded in Popular Fiction 1B into a major fiction writing project.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE913 SHORT STORY 1A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to introduce learners to the short story form and to develop basic short story writing skills of construction and criticism.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAE919 PRACTICAL PLACEMENT

Campus To be advised
Prerequisite(s) VAC474 Industry Overview 1
Content The purpose of this module is to give learners experience in the industry by means of a work experience placement.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAF066 SHORT STORY 2A

Campus To be advised
Prerequisite(s) VAE913 Short Story 1A; VAE913 Short Story 1B. It is highly recommended that participants present already drafted and refined material for workshop. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to develop the skills and knowledge required to produce short stories of publishable quality; It introduces learners to the process of public scrutiny and manuscripts; it examines contemporary short stories in detail and it builds on the skills of presentation, writing and constructive criticism which were introduced in Short Story 1A & 1B.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAF128 SMALL PRESS PUBLISHING 2

Campus To be advised
Prerequisite(s) There are no prerequisites for this module, however it is important to note that this is a two point module which must be taken continuously. The nature of publication management is such that two semesters are required to manage a publishing project from beginning to end; It is recommended that Computer Skills for Writers & Editors, Desktop Publishing 1 and Design Layout 1 be taken prior to this module. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to develop skills required to manage a small press publication. It focuses on the creativity of book production. It includes liaison with authors, editorial control, negotiations with printers and others involved in publishing decisions and marketing and distribution knowledge.
Required Reading To be advised
Nominal Hours 136 Hours; 1 Point
Assessment As per accredited curriculum

VAF171 PSYCHOLOGY 1

Campus To be advised
Prerequisite(s) Nil
Content Concepts of individual differences, human development, personality theory, issues in psychotherapy, normality and abnormality.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAF172 PSYCHOLOGY 2

Campus To be advised
Prerequisite(s) Nil
Content Concepts of individual differences, human development, personality theory, issues in psychotherapy, normality and abnormality.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAF176 PUBLIC RELATIONS RESEARCH

Campus To be advised
Prerequisite(s) VAD470 Introduction to Market Research.
Content A practical application of marketing research to a specific Public Relations problem.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAF399 RESEARCH

Campus To be advised
Prerequisite(s) Nil
Content A process-based research project which integrates skills, knowledge and attitudes gained in Welfare Practice and Sociology, Groupwork and Community Work.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAF433 RETAIL MARKETING

Campus To be advised
Prerequisite(s) VAD950 The Marketing Concept, NMRK441 Selling Process, Buyer Behaviour, VAF518 Sales Management, Planning Strategies, VAD955 Marketing Logistics.
Content Marketing of retail goods and services; Retail sector; Australian economy; Nature and characteristics of retail market structures; Strategic planning; Store location, design and security; Current and future trends in retailing.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAF518 SALES MANAGEMENT

Campus To be advised

Prerequisite(s) Nil
Content Understanding of the role and functions of sales management in a small to medium sized organisation; Basic principles underlying the organisation, planning and structure of the sales operation; Organisation of sales territories; Basic forecasting and budgeting techniques; Selection, induction and termination of sales operation staff; Motivate, supervise and lead the sales team; Appraisal of staff performance; Sales training.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAF553 BRIDGING SCIENCE

Campus To be advised
Prerequisite(s)
Content
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAF741 SKILLS WORKSHOP 1

Campus To be advised
Prerequisite(s) Nil
Content Introduce specific knowledge and skills for welfare work, eg. street management, self maintenance of care givers, volunteers and volunteering, community involvement in service planning and management. Skills workshops are developed each year and are available in a variety of formats.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAF753 SMALL BUSINESS MARKETING

Campus To be advised
Prerequisite(s) VAD950 The Marketing Concept, Buyer Behaviour.
Content The "best practices' of marketing and management of small business, domestic and international markets; Role of small business in the Australian economy; Management strategies available; Identify the opportunities that exist for the small business entrepreneur both domestic and export.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests, practical field education tasks and observation of student performance.

VAF781 SOCIETY, CULTURE AND NURSING

Campus Sunbury.
Prerequisite(s) Nil
Content This module introduces the student to multiculturalism and provides them with the skills and knowledge to care for patients/clients from a diverse range of social, cultural and ethnic backgrounds.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAF783 SOCIOLOGY

Campus To be advised

Prerequisite(s) Nil
Content Overview of sociology's methods, themes and debates; Focuses on poverty, deviance, the family as a social institution; The structures of communities and responses to change. This unit provides an important theoretical base for Community Work, Welfare Practice, Groupwork, Research and Organisations and Management.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAG443 TRUST ACCOUNTING FOR LEGAL EXECUTIVES

Campus To be advised
Prerequisite(s) VAD722 Legal Methods or equivalent, NAP719 Accounting for Non Accountants or equivalent.
Content Accounting for trust funds; General office accounting systems; Introduction to computer and data processing systems.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAG679 WELFARE PRACTICE

Campus To be advised
Prerequisite(s) VAG479 Welfare Practice.
Content Critical understanding of the welfare worker's contradictory social functions; Understanding of possibilities and constraints with each client – worker situation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VAG831 WRITER AND RESEARCH

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop research skills which will assist in the collection and evaluation of material for professional writing project.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAJ581 ADMINISTRATIVE LAW FOR JUSTICE STUDIES

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1, VAK283 Foundations of Law 2.
Content Administrative law principles which may be used by workers and members of the public.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAJ648 APPLIED PSYCHOLOGY

Campus To be advised
Prerequisite(s) VAL689 Sociology.
Content A broad overview of approaches and areas of social psychology. Selected theories and research evidence will be examined.
Required Reading To be advised
Nominal Hours 54 Hours

Assessment As per accredited curriculum

VAJ949 FOUNDATIONS OF LAW 1

Campus To be advised
Prerequisite(s) Nil
Content General framework of Australian law-making bodies and aspects of the law which pertain to consumer's human rights, local/state government statutory requirements; Critically examine action of the justice system.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAK052 CRIMINOLOGY

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1, VAK283 Foundations of Law 2, VAL689 Sociology.
Content Traditional and current approaches to the study of the history and theory of crime as it relates to women, young people, aborigines, consumers; The nature of political crime; A sociological, psychological and multicultural approach to the study of crime.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAK112 CULTURAL DIVERSITY IN AUSTRALIA

Campus To be advised
Prerequisite(s) VAL689 Sociology.
Content Understanding of the multi-cultural nature of Australian society.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAK247 FIELD PLACEMENT 1

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1.
Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK262 FIELD PLACEMENT 2

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1.
Content Placement provides participants with the knowledge, skills and experience required to plan and supervise the work of a work group.
Required Reading To be advised
Nominal Hours 38 Hours
Assessment As per accredited curriculum

VAK283 FOUNDATIONS OF LAW 2

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1.
Content General framework of Australian law-making bodies and aspects of the law which pertain to consumer, human rights, local/state government statutory requirements; Critical examination of the justice system.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VAL687 SOCIAL RESEARCH AND ANALYSIS

Campus To be advised
Prerequisite(s) NCS015 Presenting Reports, NCS007 Presenting Information.
Content Examines relevant issues and concepts necessary to the understanding and interpreting of research methodologies. By applying the principles of research, students will gain the ability to carry out appropriate para-legal based research.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAL689 SOCIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Theory and practice of community justice in terms of the dominant structures of Australian society regarding the nature and extent of inequality, and its manifestation in terms of class, gender, race and ethnicity.
Required Reading To be advised
Nominal Hours 48 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.

VAL755 STATUTE AND CRIMINAL LAW

Campus To be advised
Prerequisite(s) VAJ949 Foundations of Law 1, VAK283 Foundations of Law 2.
Content Aspects of statute and criminal law as might be relevant to a person working in justice delivery.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VAM123 WRITING HISTORIES 2A

Campus: To be advised
Prerequisite: VAG831 Writer and research. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop skills in research of a specific project, and the giving and receiving of client briefs on history projects.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum
Assessment: As per accredited curriculum

VAM131 WRITING FOR YOUNG ADULTS A

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to develop skills in writing and marketing for young adults; It introduces the works of contemporary writers for young adults and examines techniques of writing, presentation and marketing.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAM471 STUDY SKILLS FOR HEALTH SCIENCES

Campus To be advised
Prerequisite(s)
Content
Required Reading To be advised

Nominal Hours 51 Hours
Assessment As per accredited curriculum

VAM802 CLINICAL EXPERIENCE 2

Campus Sunbury.
Prerequisite(s) THN1021 Clinical Experience 1.
Content Conducted at a number of hospitals/nursing homes or allied health care facilities; Hands-on practical experience working with client/patients under the supervision of a Clinical Nurse Teacher.
Required Reading To be advised
Nominal Hours 170 Hours
Assessment As per accredited curriculum

VAN028 CORPORATE WRITING 2B

Campus To be advised
Prerequisite(s) VAA910 Corporate Writing 2A.
Content The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B

Campus To be advised
Prerequisite(s) VAA980 Desktop Publishing 2A.
Content The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN031 MYTHS AND SYMBOLS B

Campus To be advised
Prerequisite(s) VAB933 Myths and Symbols A
Content The purpose of this module is to examine the nature and function of symbols and to develop skills in the use of symbols and symbolism in creative writing.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN034 PLAYWRITING 2B

Campus To be advised
Prerequisite(s) VAD260 Playwriting 2A.
Content The purpose of this module is to further develop skills in writing for live performance begun in Playwriting 2A. Participants construct a full length play to industry standard, and investigate industry contacts and performance possibilities. **Required Reading** To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN035 EDITING 2B

Campus To be advised
Prerequisite(s) VAD728 Editing 2A.
Content The purpose of this module is to further develop the editing skills which were introduced in Editing 2A; It applies these skills to the preparation of commercial documents from first draft to pre-print stage; This module focuses on corporate material such as magazines, advertising copy, newspapers and annual reports.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point

VAN037 NON FICTION 1B

Campus To be advised
Prerequisite(s) VAE272 Non Fiction 1A.
Content The purpose of this module is to identify and demonstrate skills necessary for the reporting of events/publications, research the range of markets and marketing techniques and develop awareness of legal and ethical considerations in the nonfiction writing industry.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN038 NON FICTION PROJECT 2B

Campus To be advised
Prerequisite(s) VAE273 Non Fiction Project 2A.
Content The purpose of this module is to identify viable publishing opportunities in the non-fiction book market and complete an extended piece of non-fiction.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN039 NOVEL 1B

Campus To be advised
Prerequisite(s) VAE281 Novel 1A OR VBK385 Introduction to Fiction Writing 1
Content The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage and begins a consideration of markets and industry standards.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN040 NOVEL 2B

Campus To be advised
Prerequisite(s) VAE282 Novel 2A
Content The purpose of this module is to continue the development of novel writing skills begun in Novel 2A; It completes the process of workshopping, editing and production of a novel to published standard.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN041 CORPORATE WRITING 1B

Campus To be advised
Prerequisite(s) VAE344 Corporate Writing 1A.
Content The purpose of this module is to analyse the principles and uses of a variety of commercial writing styles.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN042 SCREENWRITING 1B

Campus To be advised
Prerequisite(s) VAE552 Screenwriting 1A.
Content The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenplay Writing 1A, with an emphasis on television formats and an extended screenwriting project.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point

VAN043 POETRY 1B

Campus To be advised
Prerequisite(s) VAE831 Poetry 1A.
Content The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN044 POPULAR FICTION 1B

Campus To be advised
Prerequisite(s) VAE863 Popular Fiction 1A OR VBK385 Introduction to Fiction Writing 1.
Content The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A; It expands a story outline and/or initial chapters to first draft stage and considers markets and industry standards.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN045 SHORT STORY 1B

Campus To be advised
Prerequisite(s) VAE913 Short Story 1A.
Content Theory and practice of short story writing. Theory – character, plot, dialogue, point of view, theme, setting, story structure, preparing for publication. Practical – writing exercises, editing and rewriting and writing complete short stories.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN046 SHORT STORY 2B

Campus To be advised
Prerequisite(s) VAF066 Short Story 2A. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to continue the development of skills in marketing, writing and public presentation which were begun in Short Story 2A. **Required Reading** To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN048 WRITING HISTORIES 2B

Campus To be advised
Prerequisite(s) VAM123 Writing Histories 2A or appropriate sustained history research project well-established. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to develop a major history project with appropriate production/presentation format.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAN050 WRITING FOR YOUNG ADULTS B

Campus To be advised
Prerequisite(s) VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.
Content The purpose of this module is to continue to develop the skills in writing and marketing for young adults begin in Writing for Young Adults A.

Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VBA035 WORKPLACE COMMUNICATION

Campus St Albans.
Prerequisite(s) Nil
Content Research material; Analyse information; Develop the skills, attitudes and knowledge necessary to communicate effectively in the workplace.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBA038 IMAGE INPUT – SCANNING 1 (TONE REPRODUCTION)

Campus St Albans.
Prerequisite(s) VBA033 Printing Industry Structure and Methods, VBA034 Introduction to Personal Computers, VBA049 Typography and Layout for Electronic Publishing.
Content Scanning line, continuous tone and previously screened monochrome copy producing output which conforms to established reproduction and electronic media specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA043 BINDING AND FINISHING TECHNIQUES

Campus St Albans.
Prerequisite(s) Nil
Content Plan a range of post-press tasks including: guillotining, folding, hot foil stamping, adhesive binding, stitching/trimming, embossing, miscellaneous matching.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA044 COLOUR MEASUREMENT APPLICATION

Campus St Albans.
Prerequisite(s) Nil
Content Perform colour measurement tasks using a variety of instruments in a broad range of industrial settings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA045 SYSTEM MANAGEMENT 2

Campus St Albans.
Prerequisite(s) VBA041 System Management 1.
Content Manage multiple computer workstations in a local area network environment to enable integration of a multiple number of platforms used in the Pre-press industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA046 IMAGE INPUT – SCANNING 2 (COLOUR REPRODUCTION)

Campus St Albans.
Prerequisite(s) VBA038 Image Input – Scanning 1.
Content Produce colour separated images by electronic scanner, to suit average printing conditions, proofed and evaluated to the original and reproduction specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA047 ADVANCED TYPOGRAPHY (BOOK PRODUCTION)

Campus St Albans.
Prerequisite(s) VBA036 Typography and Layout for Electronic Publishing.
Content Produce complex pagination electronically which complies with established graphic arts industry standards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA048 ELECTRONIC IMAGE ASSEMBLY – TEXT AND GRAPHICS

Campus St Albans.
Prerequisite(s) VBA039 Graphic Manipulation.
Content High-end and desktop pagination technology; Pre-plan, create, manipulate and output final pages; Incorporating text and graphic elements.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA049 INTRODUCTION TO SMALL BUSINESS

Campus St Albans.
Prerequisite(s) Nil
Content Small Business Management Competency Standards; Identify business opportunities; Establish market demand; Research regulatory and statutory requirements; Procure planned resource requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of tests, assignments and presentations may be used.

VBA228 HUSBANDRY OF NATIVE ANIMALS

Campus To be advised
Prerequisite(s) To be advised
Content Identification of native marsupials, housing and feeding requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA229 REPTILE AND AMPHIBIAN CARE

Campus To be advised
Prerequisite(s) To be advised
Content Identification of various reptiles and amphibians, housing and feeding requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA230 FISH HEALTH

Campus To be advised
Prerequisite(s) To be advised
Content Set up and maintenance of a fish environment, recognition and treatment of stress and disease in fish.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA232 DOG AND CAT BREEDING

Campus To be advised
Prerequisite(s) To be advised
Content Control of breeding in cats and dogs, provide care and support for the dam and offspring.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBA233 PET SHOP MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Stock control and pet shop maintenance, customer service.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA294 RESEARCH SKILLS 1

Campus To be advised
Prerequisite(s) Nil
Content Qualitative and quantitative research methods; Prepare a research proposal; Evaluate kinds of data, data usage and presentation.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBA334 STUDENT INDUCTION

Campus To be advised
Prerequisite(s) Nil
Content Institute facilities, study skills, support services, and course structure.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBA335 HOSPITAL COMPUTING

Campus To be advised
Prerequisite(s) Nil
Content Operating and using computers in a hospital for pharmacy tasks, including quality assurance.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA336 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Recognising and reporting hazards dealing with accidents; Fire and emergencies; Participating in OH&S procedures; Handling out-of-date drugs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA337 HOSPITAL ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content The role of technicians, pharmacists and other hospital staff; Enterprise policy and procedures; Industrial relations issues; The patient perspective, the role of the hospital.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA338 MEDICAL TERMINOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Key references, prefixes, suffixes, root words, medical terms, medical conditions, reading prescriptions.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA339 BASIC PHARMACEUTICS AND PHARMACOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Common terms, dose forms, routes of administration, pharmaceutical vehicles, drug classification, drug absorption, distribution, metabolism and excretion.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA340 LAWS, REGULATIONS AND ETHICS

Campus To be advised
Prerequisite(s) Nil
Content Relevant commonwealth and state legislation about control of drugs and poisons, legal responsibilities of pharmacy staff, error minimisation, dealing with breaches of law and complaints.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA341 STOCK CONTROL AND IMPRESTING

Campus To be advised
Prerequisite(s) Nil
Content Handling, storing, impresting, disposal and inventory of drugs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA342 NON-STERILE MANUFACTURING

Campus To be advised
Prerequisite(s) Nil
Content NCCTG Standards, fundamental requirements of equipment and personnel, manufacturing and packaging of drugs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA343 STERILE MANUFACTURING

Campus To be advised
Prerequisite(s) Nil
Content Basic microbiological concepts, NCCTG Standards, aseptic techniques, preparation, packaging and sterilisation of drugs.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA344 CYTOTOXIC DRUGS

Campus To be advised
Prerequisite(s) Nil
Content Terminology and equipment used, clean room requirements, aseptic preparation, dealing with spills, safety procedures, disposal of cytotoxic drugs.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA345 DISPENSING

Campus To be advised
Prerequisite(s) Nil
Content The dispensing process, reading and interpreting prescriptions, preparation of labels, counting and measuring and packaging medications.
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VBA346 HOSPITAL PHARMACY TOUR

Campus To be advised
Prerequisite(s) Nil
Content Comparative techniques and equipment, OH&S and waste management of host institutions, quality practices, stock handling and storage. Students will be required to attend an excursion around Victorian hospitals over a 3 day period.
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VBA359 WORKPLACE EXCHANGE

Campus To be advised
Prerequisite(s) Nil
Content Students are required to participate in a 1 week exchange with another hospital pharmacy to broaden their experience. They will be required to keep a work book in which they will compare and contrast the practices at the host institution with their own employer.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA502 LAW OF MARKETING

Campus To be advised
Prerequisite(s) To be advised
Content Insurance law; Negotiable instruments; Misleading and deceptive conduct and false or misleading representations; The Law of Agency; Law relating to Copyright; Industrial and intellectual property rights and the common law; Trademarks and designs; Passing off and confidential information; Law of Patents and Inventions; Raffles, market games and competitions; Gift promotions
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBA714 CASUAL CONVERSATION

Campus To be advised
Prerequisite(s) Nil

Content To provide students with knowledge of the nature of spoken discourse in social interaction and of the differences between speech and written English.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBA715 TRANSACTIONAL ORAL COMMUNICATION

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the knowledge and skills necessary to engage in interactional and transactional interchanges.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA716 LISTENING COMPREHENSION SKILLS

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the knowledge and interactional listening skills to comprehend simple casual conversation.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBA717 LISTENING FOR A PURPOSE

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the knowledge and skills to access, retain and interpret information from spoken text.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA718 LISTENING ON THE TELEPHONE

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the strategies, skills and confidence to use the telephone for a range of purposes.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBA719 PERSONAL WRITING

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the skills required to undertake personal writing about past and present situations and future aspirations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA720 LETTER WRITING

Campus To be advised
Prerequisite(s) Nil
Content To use standard English and follow letter writing conventions for a variety of purposes.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBA721 FORM FILLING

Campus To be advised
Prerequisite(s) Nil
Content To comprehend and fill out everyday forms from a variety of sources.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA722 WRITING FOR STUDY PURPOSES

Campus To be advised
Prerequisite(s) Nil
Content To provide students with knowledge of types of writing styles that may be expected from Australian education settings.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA723 REAL LIFE READING

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the knowledge and skills to extract and use information from texts found in daily life.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA724 READING FOR A PURPOSE

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the knowledge and skills to extract and use information from texts found in daily life.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA725 READING FOR PLEASURE AND WIDE READING

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the opportunity to develop independent reading strategies for pleasure and further language development.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA726 AUSTRALIAN STUDIES – GEOGRAPHY

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the knowledge and skills to research geography of Australia past and present.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA727 AUSTRALIAN ABORIGINES AND TORRES STRAIT ISLANDERS

Campus To be advised
Prerequisite(s) Nil
Content To provide students with knowledge of the history of aboriginal and Torres Strait islanders in Australia.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBA728 AUSTRALIAN GOVERNMENT

Campus To be advised
Prerequisite(s) Nil
Content To provide students with knowledge of the three levels of Australian Government structure and processes.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA729 TRADE UNIONS IN AUSTRALIA

Campus To be advised
Prerequisite(s) Nil
Content To assess the role and place of Trade Unions in Australia.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

VBA730 AUSTRALIAN LEGAL SYSTEM

Campus To be advised
Prerequisite(s) Nil
Content To provide students with knowledge of the Australian legal system and the concept of justice in the Australian context.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA731 SETTLEMENT AND IMMIGRATION – A MULTICULTURAL PERSPECTIVE

Campus To be advised
Prerequisite(s) Nil
Content To research the history of Australia since European settlement.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBA732 THE ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content To provide students with knowledge of the Australian environment and of current environmental issues.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA733 CURRENT AFFAIRS

Campus To be advised
Prerequisite(s) Nil
Content To provide students with knowledge of national and international current affairs.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

VBA734A MATHEMATICS

Campus To be advised
Prerequisite(s) Nil
Content To use number and language effectively, drawing on mathematics in everyday life.

Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBA734B MATHEMATICS

Campus To be advised
Prerequisite(s) Nil
Content To use number and language effectively, drawing on mathematics in everyday life.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBA735 INTRODUCTION TO COMPUTERS

Campus To be advised
Prerequisite(s) Nil
Content To introduce students to the use of computers for wordprocessing, spreadsheet, information retrieval and exchange.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA736 COMPUTER TECHNOLOGY EXTENSIONS

Campus To be advised
Prerequisite(s) Nil
Content To extend the use of computer technology.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

VBA737 EMPLOYMENT AND EDUCATION GUIDANCE

Campus To be advised
Prerequisite(s) Nil
Content To provide students with the relevant background information of employment and education systems to plan a pathway.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBA738 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content To provide students with knowledge of major hazards in the workplace and methods used to prevent accidents.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBA739 HEALTHY LIVING SKILLS

Campus To be advised
Prerequisite(s) Nil
Content To provide knowledge and language skills required to make informed decisions for a healthy style of life.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBB221 ANALOGUE SYSTEMS

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Proficiency in: The use of base ten logarithms; The use of positive and negative powers of ten; The use of reciprocals; The substitution and transposition of formulae; Writing numbers in standard form and in scientific notation; Use of a scientific memory calculator to perform the above operations in chained calculations; Estimating the result of calculations; Reading graphs; Interpreting exponential terms; Use of Ohm's law for series, resistive circuits. (The learning outcomes 1, 2, 3 and 4 of Electrical Fundamentals (VBB219) would be suitable).
Content To provide learners with an introduction to the principles involved in analogue electronics.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of practical tasks, the completion of a module workbook and short answer multi-choice questions.

VBB222 DIGITAL AND COMPUTER SYSTEMS

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content This module aims to provide learners with the knowledge and skills to enable them to identify a digital system or a computer system and to describe the basic principles of operation of common systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Short answer, workbook, assignment.

VBB223 INTRODUCTION TO THE INTERNET

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.
Content Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the "Information Super Highway".
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Short answer, practical, assignments.

VBB225 ENGINEERING MANAGEMENT AND COMMUNICATION 1

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.
Content To develop an understanding of the importance and relevance of interpersonal and self-management skills in conducting workplace endeavours efficiently and effectively.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Role play, practical.

VBB228 MATHEMATICS FOR ELECTRONICS 1

Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Minimum competencies of CGEA exit level 3, or equivalent..
Content To equip beginning electronics learners with the background conceptual framework, understandings and skills in mathematics required to undertake studies in Certificate 4 Electronics modules.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Assignment

VBB335 ORIENTATION TO THE NATURAL RESOURCE MANAGEMENT INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content Conservation, sustainable natural resources, natural resource management models.
Required Reading To be advised
Nominal Hours 60 Hours

Assessment As per accredited curriculum

VBB336 BIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Structure and function of cells, plants and animals, basic structure of DNA and gene theory, implications of natural selection.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBB337 ENVIRONMENTAL LAW

Campus To be advised
Prerequisite(s) Nil
Content Australian legislative process, state legislation associated with land use, conservation and the environment, environmental impact of developments.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB338 GEOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Structure of the Earth, rocks, minerals and soils, geological theories and processes.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

VBB339 ANIMAL IDENTIFICATION

Campus To be advised
Prerequisite(s) VBB336 Biology.
Content Classification of members of Phylum Protozoa and major invertebrate Phyla, sub-phylum vertebrata, comparative anatomy and physiology in the identification of specimens.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBB340 COASTAL AND CATCHMENT AQUATIC MANAGEMENT

Campus To be advised
Prerequisite(s) VBB336 Biology, VBB338 Geology, AAA724/725 Ecological Principles/Practices.
Content Hydrological and erosion processes, freshwater aquatic habitats, coastal land forms and marine habitats, effects of land use on aquatic environments.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBB341 RESOURCE ASSESSMENT

Campus To be advised
Prerequisite(s) VBB335 Orientation to the NRM industry, AAA724/725 Ecological Principles/Practices, AAA722 Plant ID, AAA727 Soil Science, VBB338 Geology, VBB339 Animal ID, VBB340 Coastal and Catchment Aquatic Management, VBB343 Natural Resource Mapping Systems.
Content Effect of natural and human action on abiotic components of an ecosystem, animal and plant surveys, cultural, recreational, aesthetic and historical resources, sustainable development of commercial resources.
Required Reading To be advised

Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBB342 RESOURCE MANAGEMENT PLANNING

Campus To be advised
Prerequisite(s) VBB335 Orientation to the NRM Industry.
Content Reasons for planning, types and hierarchies of plans, structure, content and preparation of plans, converting plans to action.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBB343 NATURAL RESOURCES MAPPING SYSTEMS

Campus To be advised
Prerequisite(s) Nil
Content Basic survey instruments and their use, map reading and interpretation, remote sensing, GIS, GPS, electronic data gathering.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBB674 HEALTH AND SAFETY FOR MUSIC INDUSTRY WORKERS

Campus To be advised
Prerequisite(s) Nil
Content To provide learners with an introduction to health and safety issues relevant to the music industry.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB676 OVERCOMING PERFORMANCE ANXIETY

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to identify causes of performance anxiety and assess strategies of overcoming its effects.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VBB681 INDUSTRIAL RELATIONS IN THE MUSIC INDUSTRY

Campus Sunbury.
Prerequisite(s) VBB680 Unions and Associations in the Music Industry.
Content To provide learners with an introduction to Industrial Relations in the context of the Australian Music Industry.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB713 TUNED AND NON-TUNED PERCUSSION

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to perform tuned and non-tuned percussion accompaniments to eight simple rock songs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB714 ELECTRIC GUITAR

Campus Sunbury.
Prerequisite(s) Nil

Content To enable learners to perform electric guitar accompaniments to eight simple rock songs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB715 ELECTRIC BASS GUITAR

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to perform electric bass guitar accompaniments to eight simple rock songs..
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB716 INTRODUCTION TO THE DRUM KIT

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to perform drum kit accompaniments to eight simple rock songs.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB717 KEYBOARDS

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to perform keyboard accompaniments to eight simple rock songs. Keyboard must have full size keys and a range of at least five octaves.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB718 VOCALS

Campus Sunbury
Prerequisite(s) Nil
Content To enable learners to perform melodies and harmony accompaniments to eight simple rock songs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB733 ARRANGING YOUR SONGS

Campus Sunbury.
Prerequisite(s) VBG383 Songwriting 2.
Content To enable learners to arrange a simple popular song. The songs can be original or covers. The reading or writing of standard music notation is not required.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBB734 PROTECTING, PROMOTING AND PUBLISHING YOUR SONGS

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with an introduction to protecting the copyright of original songs and the key issues in publishing deals.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB735 MUSIC FOR ADVERTISING

Campus Sunbury.
Prerequisite(s) VBG383 Songwriting 2, VBB733 Arranging your songs.
Content To introduce learners to the process of writing and arranging music for a 30 second radio or TV commercial. **Required Reading** To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB736 MUSIC FOR THE SCREEN

Campus Sunbury.
Prerequisite(s) VBG383 Songwriting 2, VBB 733 Arranging your songs.
Content To enable learners to write, arrange and record soundtrack material to complement a film or video of at least three minutes in length.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB740 BASIC FINANCES AND BOOKKEEPING FOR BANDS

Campus Sunbury.
Prerequisite(s) Nil
Content To enable the participants to demonstrate basic bookkeeping skills, to construct basic budgets for band projects and to describe basic business structures and taxation requirements.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBB741 TAX AND THE MUSICIAN

Campus Sunbury.
Prerequisite(s) VBB740 Basic finances and bookkeeping for bamds.
Content To enable learners to list items which can be claimed as legitimate tax deductions by working musicians and explain what the tax office considers to constitute "carrying on of a business" in the context of a band situation.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VBB747 HOW TO PLAN A REGIONAL TOUR

Campus Sunbury.
Prerequisite(s) Nil
Content To introduce learners to the underpinning knowledge and skills required to plan a regional tour for a band or artist.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB752 SETTING UP AND OPERATING A VOCAL PA SYSTEM

Campus Sunbury.
Prerequisite(s) VBB785 Introduction to accoustics and audio equipment (live), VBB753 Observing set-up and operation of a band PA.
Content To enable learners to specify an appropriate PA system for a venue with a capacity of between 200 and 2000 then set up and operate the system.
Required Reading To be advised
Nominal Hours 6 Hours

Assessment As per accredited curriculum

VBB753 OBSERVING SET-UP AND OPERATION OF A BAND PA

Campus Sunbury.
Prerequisite(s) VBB785 Introduction to accoustics and audio equipment (live), VBB752 Setting up and operating a vocal PA system.
Content To provide learners with underpinning knowledge of how to set up and operate a band PA system.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBB756 SETTING UP AND OPERATING A BAND PA SYSTEM

Campus Sunbury.
Prerequisite(s) VBB785 Introduction to accoustics and audio equipment (live), VBB752 Setting up and operating a vocal PA system, VBB753 Observing set-up and operation of a band PA.
Content To enable learners to specify an appropriate PA system for a venue with a capacity of between 200 and 2000 then set up and operate the system.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB757 INTRO TO ACOUSTICS AND BASIC PRINCIPLES (RECORDING)

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with an introduction to acoustics and basic principles of audio recording.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VBB758 MULTI-TRACK RECORDING

Campus Sunbury.
Prerequisite(s) VBB757 Intro to accoustics and basic principles (recording).
Content To provide the learners with a practical introduction to multi-track recording.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB759 HOW TO MAKE A DEMO TAPE

Campus Sunbury.
Prerequisite(s) VBB757 Intro to accoustics and basic principles (recording), VBB758 Multi-track recording.
Content To enable learners to record a demonstration (demo) tape suitable to play to music industry personnel such as booking agents and venue operators.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBB760 UNDERSTANDING MIDI – SEQUENCING AND SAMPLING

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to set up a MIDI system and use a sequencer to record at least 12 bars of music.

Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB761 PRODUCING A BROADCAST QUALITY SONG

Campus Sunbury.
Prerequisite(s) VBB757 Intro to accoustics and basic principles (recording), VBB758 Multi-track recording, VBB759 How to make a demo tape, VBB760 Understanding MIDI – sequencing and sampling.
Content To enable the learners to produce a broadcast quality popular song which may or may not involve the use of MIDI equipment.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB762 SETTING UP AND OPERATING SMALL LIGHTING SYSTEM

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to set up and operate small lighting systems. "Small" meaning between 4 or 12 channel analogue lighting control desk corresponding lights and includes the use of three phase power.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB763 GETTING THE RIGHT LIGHTING EFFECTS FOR YOUR SHOW

Campus Sunbury.
Prerequisite(s) VBB762 Setting up and operating a small lighting system.
Content To introduce learners to basic lighting colour combinations and effects and provide an overview of more advanced lighting systems.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VBB766 APPROACHING BOOKERS, MANAGERS, RECORD COMPANIES

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with underpinning knowledge on how to effectively prepare for approaches to agents, promoters, managers, recording and publishing companies.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB767 PLANNING AND RELEASING AN INDEPENDENT CD

Campus Sunbury.
Prerequisite(s) Nil
Content To enable students to plan, record and release an independent CD.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB768 EXPORTING YOUR MUSIC

Campus Sunbury.
Prerequisite(s) Nil

Content To provide learners with an outline of export opportunities available to young Australian bands and artists.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBB770 GETTING YOUR ACT IN THE PAPER

Campus Sunbury.
Prerequisite(s) Nil
Content To introduce learners to effective methods of publicising their bands/musical groups in the print media.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB781 CREATING A LOW BUDGET MUSIC VIDEO

Campus Sunbury.
Prerequisite(s) Nil
Content To enable students to produce VHS or Super VHS music video on a minimal budget.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB782 INTRODUCTION TO MULTIMEDIA

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with an introduction to multimedia products.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB783 INTRODUCTION TO THE INTERNET

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to utilise five key Internet functions.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBB784 CREATING A MUSIC WEBSITE

Campus Sunbury.
Prerequisite(s) Nil
Content To enable learners to create a multimedia web site which advertises their music and/or act.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBB785 INTRO TO ACOUSTICS AND AUDIO EQUIPMENT (LIVE)

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with an introduction to acoustics, PA systems and electrical fundamentals.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VBC131 PRINICIPAL STUDY GRADE 3 (SECOND STUDY)

Campus Sunbury.

Prerequisite(s) If completing Principal study- Grade 3, students must be at Grade 2 AMEB standard.
Content To enable learners to perform competently on a second instrument.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC147 PRINCIPAL STUDY GRADE 4

Campus Sunbury.
Prerequisite(s) Performance level at Grade 3 AMEB, ANZCA or Trinity.
Content To enable learners to perform competently on the principal instrument at their appropriate level.
The level is designated by any recognized examination body such as AMEB, ANZCA or Trinity.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC150 DEVELOPING REPERTOIRE 2

Campus Sunbury.
Prerequisite(s) VBH952.
Content To provide learners with the skills required to develop repertoire for live performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC152 PERFORMANCE PLATFORM 2

Campus Sunbury.
Prerequisite(s) To be advised
Content To develop musicality and performance skills through regular performances and evaluation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC153 IMPROVISATION 1

Campus Sunbury.
Prerequisite(s) VBH954, VBH850.
Content To provide learners with an introduction to different forms of improvisation techniques, concepts and their application.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC155 AURAL TRAINING 1

Campus Sunbury.
Prerequisite(s) VBB708.
Content To provide students with skills to recognise aurally; intervals; chords; scales, chord progressions and rhythmic patterns.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC163 MUSIC WORKPLACE PROJECT 2

Campus Sunbury.
Prerequisite(s) Nil
Content To provide students with experience in the application of skills and knowledge acquired during the course, to a related workplace situation or to a music project.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBC164 PRINCIPAL STUDY GRADE 5

Campus Sunbury.
Prerequisite(s) Performance level at Grade 4 AMEB, ANZCA or Trinity.
Content To enable learners to perform competently on the principal instrument at their appropriate level.
The level is designated by any recognized examination body such as AMEB, ANZCA or Trinity.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC166 DEVELOPING REPERTOIRE 3

Campus Sunbury.
Prerequisite(s) VBC150 Developing repertoire 2.
Content To provide learners with the skills required to develop repertoire for live performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC170 IMPROVISATION 2

Campus Sunbury.
Prerequisite(s) VBC153 Improvisation 1.
Content To provide learners with an introduction to different forms of improvisation techniques, concepts and their application.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC171 AURAL TRAINING 2

Campus Sunbury.
Prerequisite(s) VBC155 Aural training 1.
Content To provide learners with aural skills which can be applied to a number of musical situations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC172 MUSIC THEORY/MUSICIANSHIP GRADE 4

Campus Sunbury.
Prerequisite(s) VBH965 Music Theory/Musicianship 1.
Content To provide learners with an understanding f the language of music to assist in the reading, composing and arranging of music.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC173 ARRANGING 1

Campus Sunbury.
Prerequisite(s) VBB733 Arranging your songs, VBC172 Music Theory/Musicianship Grade 4, VBB710 Contemporary musicianship.
Content To enable learners to arrange a composition from any original source.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC174 CONTEMPORARY COMPOSITION

Campus Sunbury.

Prerequisite(s) VBC172 Music Theory/Musicianship Grade 4, VBB710 Contemporary musicianship, VBC179 Music for Multimedia.
Content To provide students with the skills to compose music for a contemporary society.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC179 MUSIC FOR MULTIMEDIA

Campus Sunbury.
Prerequisite(s) VBB760 Understanding MIDI sequencing and sampling, VBB782 Introduction to Multimedia.
Content To provide learners with the skills and knowledge to produce music for multimedia.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBC181 MUSIC TECHNOLOGY PROJECT

Campus Sunbury.
Prerequisite(s) To be advised
Content To provide students with the opportunity to work on a major music project(s) which incorporates a range of music related techniques.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBC183 INSTRUMENTAL TEACHING SKILLS AND STUDIO MANAGEMENT

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with an overview of the skills required to conduct instrumental instruction.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBC186 MUSIC WORKPLACE PROJECT 3 (REGIONAL TOUR)

Campus Sunbury.
Prerequisite(s) VBC164 Principal Study Grade 5.
Content To provide learners with skills as a touring performer and manager.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBC364 FIRST AID

Campus Sunbury.
Prerequisite(s) Nil
Content This module will provide students with an equivalent first aid qualification to the of Level 2 First Aid Certificate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBC391 PLANNING A HOME-BASED BUSINESS

Campus To be advised
Prerequisite(s) Nil
Content Knowledge, personal insights and organisational skills to plan and operate a successful home-based business.
Required Reading To be advised

Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBC392 COMPUTERISED BOOKKEEPING FOR SMALL BUSINESS

Campus To be advised

Prerequisite(s) **To be advised**

Content Choose an appropriate computer software accounting package; Utilise a database to meet business needs; Set up the receivables (debtors) accounts; Set up the payables (creditors) accounts; Set up a stocks inventory; Generate sales invoices for goods or services sold; Use the receivable accounts functions; Use the appropriate functions to record purchases by a business ; Use the inventory function; Generate reports specific to a business; Process other cash payments and cash receipts, and prepare a bank reconciliation statement; Set up a payroll; Use a payroll.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBC850 READING AND WRITING I

VBC854 ORAL COMMUNICATION I

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content Reading, writing, speaking and listening tasks at a very beginner level are taught for a range of purposes related to everyday topics or issues. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge through 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 on topics of interest.
Required Reading To be advised
Nominal Hours 80 Hours each
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC851 READING AND WRITING II

VBC855 ORAL COMMUNICATIONS II

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content The curriculum is designed to extend students' basic literacy skills and to develop confidence in dealing with several types of written texts. The curriculum covers a wide variety of text types and in addition encourages the development of more independent study skills through work on projects.
The curriculum is designed to develop basic study and research skills, self confidence and general knowledge through 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.
Required Reading To be advised
Nominal Hours 80 Hours each
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be

assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC852 READING AND WRITING III

VBC856 ORAL COMMUNICATIONS III

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Required Reading To be advised
Nominal Hours 80 Hours each
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC853 READING AND WRITING IV

VBC857 ORAL COMMUNICATIONS IV

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presenations at a basic level.
The course also prepares students for entry into Adult VCE English.
Required Reading To be advised
Nominal Hours 80 Hours each
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC858 NUMERACY AND MATHEMATICS I

Campus To be advised
Prerequisite(s) Nil
Content To provide learners with the skills, knowledge and confidence to perform simple and familiar numeracy tasks and to develop the ability to make sense of maths in their daily lives.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment To be advised

VBC859 NUMERACY AND MATHEMATICS II

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content The curriculum is designed for students with knowledge of basic mathematics and numerical concepts but still requiring assistance in order to feel confident in their application of mathematics to everyday situations. Teaching strategies and activities are designed to overcome the anxiety many students feel when dealing with mathematical problems.
A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics stream to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC860 NUMERACY AND MATHEMATICS III

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content The curriculum is designed to extend students with a knowledge of basic numerical concepts and build confidence in everyday mathematical problem solving. Teaching activities place maths in context and emphasise the use of maths as a tool for understanding and representing information.
A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC861 NUMERACY AND MATHEMATICS IV

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
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.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC862 GENERAL CURRICULUM OPTIONS I

Campus To be advised

Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC863 GENERAL CURRICULUM OPTIONS II

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options stream to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC864 GENERAL CURRICULUM OPTIONS III

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC865 GENERAL CURRICULUM OPTIONS IV

Campus To be advised
Prerequisite(s) To qualify for admission to this course, students must be native speakers or multi-lingual adults who speak at least some English but whose basic education is incomplete.
Content A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment Each learning outcome within each module is assessed. Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will be assessed within one or more of the following assessment contexts: group activities, written or oral texts, presentations, assignments, project case studies and practical exercises.

VBC925 WORKPLACE DOCUMENTS

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the student with skills to complete and interpret documents relevant to pathology collection
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBC927 ANATOMY AND PHYSIOLOGY

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the student with an overview of human anatomy and physiology most relevant to the work of a pathology collector
Required Reading To be advised
Nominal Hours 40 Hours
Assessment Test.

VBC928 CLIENT CARE 1

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the student with the knowledge and skills to obtain pathology specimens from a variety of clients
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Test.

VBC929 INFECTION CONTROL

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the student with the skills and knowledge to ensure standard universal precautions are implemented in the workplace. The focus of the module is to control cross infection and to safely dispose of infectious waste.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBC930 WORK ORGANISATION

Campus Sunbury.

Prerequisite(s) **To be advised**

Content To provide the student with an overview of the function and structure of the Pathology Collection industry, addressing issues of rights of the employer and employees.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBC931 PATHOLOGY COLLECTION TECHNIQUES

Campus Sunbury.
Prerequisite(s) Nil
Content To equip the student with the principles, skills and laboratory experience to safely collect and handle pathology specimens
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBC932 PRACTICUM

Campus To be advised – Within Melbourne
Prerequisite(s) Class attendance

Content Industry workplace experience to allow the student to integrate theoretical knowledge and practical skills of pathology collection
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBC933 CLIENT CARE (BABIES AND CHILDREN)

Campus Sunbury.
Prerequisite(s) To be advised
Content To identify and learn specific procedures and precautions necessary to obtain pathology specimens from babies and children.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD204 LEGAL ASPECTS OF INTERNATIONAL COMMERCE

Campus To be advised
Prerequisite(s) To be advised
Content International treaties and conventions; The Law of Agency; Business Enterprises; Representatives Abroad; The Sale of Goods on the Australian Market Place; The resolution of International Trade Disputes and the International Arbitration Act; The Vienna Convention on the International Sales of Goods; The Customs Act, The carriage of goods by sea and air; The Navigation Act, Transport Law.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD216 RESTRICTIVE TRADE PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Purpose and development of the Trade Practices Act; Structure and role of the Australian Competition and Consumer Commission; Market, market power and competition; Prohibited contracts, arrangements and understandings; Secondary boycotts; Misuse of market power; Resale price maintenance; Mergers; Exceptions from the Act; Authorisation of certain forms of conduct.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD217 PROBATE AND ADMINISTRATION

Campus To be advised
Prerequisite(s) To be advised
Content The law relating to wills; Caveats and contesting the validity of a will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD219 LAND CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content Duties of Care owed by the conveyancer; Appropriate contracts for the sale of different land interests; Investigating the vendors title; Land titles office, stamps office and council procedures; Dealing with specific parties to contracts for the sale of land; Competing equitable interests in land.
Required Reading To be advised

Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD223 ADMINISTRATIVE LAW

Campus To be advised
Prerequisite(s) To be advised
Content Development of the Administrative arm of government; Supervision of subordinate legislation; Judicial review and review on the merits; Judicial review of administrative decisions; Scope of, and grounds for, judicial review; Merits review and the Administrative Appeals Tribunal; The ombudsman as an alternative avenue of review; Access to reasons for administrative decisions.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD224 CONSUMER PROTECTION LAW

Campus To be advised
Prerequisite(s) To be advised
Content Need for consumer protection; Obligations of suppliers of goods and services; Liabilities of manufacturers for faulty products; Liabilities of manufacturers for unsafe products; Product safety and product information; Occupational licensing; Consumer credit; Redress for consumer complaints.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD227 MORTGAGES, LEASES AND BUILDING CONTRACTS

Campus To be advised
Prerequisite(s) To be advised
Content The nature of a mortgage as a security; Mortgagees and Mortgagors rights and obligations; Priorities amongst mortgagees; Commercial Mortgage transactions; Leases for commercial premises; Contracts for the sale of small businesses; Typical building contracts for premises on land.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD228 COMMERCIAL LAW

Campus To be advised
Prerequisite(s) To be advised
Content Partnerships; Bankruptcy; Business and association names and trademarks; The authority of representatives of companies, partnerships, trusts and associations; Franchises.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD230 FAMILY LAW

Campus To be advised
Prerequisite(s) To be advised
Content Legal definition of marriage; Family Law Act and Family Court; Matrimonial Causes Act; Dissolving of a marriage; Custody and guardianship; Spousal maintenance; Child maintenance; Property Law Act in relation to de facto relationships; Family Law Act and Crimes act in relation to orders; Adoption Act; Organisations which help parties in a relationship under stress; Appeals against judges decisions.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD231 COMPANY AND ASSOCIATIONS LAW

Campus To be advised
Prerequisite(s) To be advised
Content Types of companies and development of company law; Incorporation of a company; Capital raising for a company; Regulation of company management; Company takeovers; Schemes of arrangement; Receivership; Voluntary administration; Winding Up; Associations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD233 LAW OF EVIDENCE

Campus To be advised
Prerequisite(s) To be advised
Content Concept and nature of evidence; Standard and burden of proof; No case to answer submission; Examination of witnesses; Relevance of evidence; Hearsay evidence; Competence and compellability of witness; Opinion evidence; Evidence of character; Corroboration; Preparation for trial; Evidence Act 1995 (Commonwealth).
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD234 CRIMINAL LAW

Campus To be advised
Prerequisite(s) To be advised
Content The concept of crime; Criminal procedure in Victoria; Homicide; Murder and Manslaughter; Assault and sexual offences; Defences; Participation in crime and attempts; Property offences; Strict liability offences.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD235 LAW OF CONTRACT

Campus To be advised
Prerequisite(s) To be advised
Content Nature of contracts; Agreement; Intention to create legal relations; Consideration and estoppel; The terms of a contract and types of contracts; Capacity to contract; Defective contracts lacking consent; Illegal and void contracts; Privity of contract and assignment of contract; Discharge of contract; Remedies for breach of contract.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD236 PROPERTY LAW

Campus To be advised
Prerequisite(s) To be advised
Content Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD237 LAW OF TORTS

Campus To be advised
Prerequisite(s) To be advised

Content Law of Tort; Interference with another person; Negligence; Negligent misrepresentation and nervous shock; Public and private nuisance; Conversion; Liability; No-fault compensation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD238 LEGAL PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Sources of Australian Law; Australia's federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD239 CIVIL PROCEDURE

Campus To be advised
Prerequisite(s) To be advised
Content Court structure in Victoria; Rules of procedure; Conduct of a Supreme Court action; Conduct of a County Court action; Pleadings; Interlocutory proceeding.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD246 THE CONVEYANCING PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or expressed in a contract for the sale of land; Statutory intervention in contracts for the sale of land; The Sale of Land Act 1962; Estate Agents Act 1980; Secret Commissions by Agents; Domestic Building Contracts and Tribunal Act 1995; Trade Practices Act (Commonwealth) 1974; Fair Trading Act 1985; Investigation of title and quality of the land.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD259 ELECTRONIC IMAGING 1

Campus To be advised
Prerequisite(s) Nil
Content Application of industry-relevant imaging software to produce computer generated design and artwork for 2D print media. Application of conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.
Required Reading To be advised
Nominal Hours 45-48 Hours
Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD264 ELECTRONIC IMAGING 2

Campus To be advised
Prerequisite(s) Nil

Content Application use of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media and interactive multimedia, applying conceptual skills and techniques to create design solutions; develop advanced skills in the creative manipulation and presentation of visual information and a practical knowledge of digital photographic material.
Required Reading To be advised
Nominal Hours 45-48 Hours
Assessment Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

VBD266 RESEARCH PROJECT: SPECIALISATION 1

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide a structured environment in which students can further develop skills and expertise within their chosen area of specialisation.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBD725 ATOMIC STRUCTURE

Campus To be advised
Prerequisite(s) To be advised
Content Terminology, Atomic Structure, Bonding, The Periodic Table
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD726 SOLUTION CHEMISTRY AND STOICHIOMETRY

Campus To be advised
Prerequisite(s) To be advised
Content The Mole, Stoichiometry, Solubility, Concentration Calculations
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD727 ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Hydrocarbons, Isomerism, Functional Groups, IUPAC Naming, Properties and Structure of Liquids and Solids.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD728 IONIC THEORY

Campus To be advised
Prerequisite(s) To be advised
Content Ionic Equations, Acid-base theories, Strengths of Acids and bases, Titration calculations, pH Scale, Redox reactions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD729 S.I. UNITS AND MEASUREMENT

Campus To be advised
Prerequisite(s) To be advised
Content S.I. Units for fundamental quantities, S.I Units for derived quantities; Uncertainty of a measurement, Relative error of a measurement; Rounding and significant figures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBD730 WAVES AND OPTICS

Campus To be advised
Prerequisite(s) To be advised
Content Transverse and longitudinal waves, Relationship between velocity, frequency and wavelength, Amplitude, period and phase, Light intensity, Electromagnetic spectrum, Lasers, Reflection and refraction, Snell's law of Refraction; Critical angle and total internal reflection, Optical fibres; Image formation using plane and concave mirrors and convex lenses.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBD731 KINEMATICS

Campus To be advised
Prerequisite(s) To be advised
Content Position, displacement and distance, Velocity, speed, acceleration for linear motion, Constant velocity and constant acceleration situations, Position, velocity and acceleration versus time graphs, Vector and scalar quantities, Vector components, Addition and subtraction of vectors, Relative velocities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD732 DYNAMICS AND ENERGY

Campus To be advised
Prerequisite(s) To be advised
Content Newton's laws of motion, Weight and mass, Addition of force vectors; Work; Kinetic energy; Work – energy equation; Potential energy, Transfer of energy; Conservation of energy; Impulse Momentum; Impulse – Momentum equation; Conservation of Momentum in one direction.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD733 ELECTRICITY

Campus To be advised
Prerequisite(s) To be advised
Content Static Electricity, Charge, Current, Coulomb's law, Conventional current; Conductors and Insulators, Potential difference and electromotive force; Resistance, Ohm's law, Power, Series and parallel circuits, Multimeters; Electromagnetism, Alternating current, Generators, motors and transformers; Power transmission, Domestic electric supply and safety
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD734 CELL BIOLOGY

Campus To be advised
Prerequisite(s) To be advised

Content Characteristics of living things, Cells, Cellular processes, Cell production; Microscopy, Slide preparation and scientific sketching techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD735 HUMAN ANATOMY AND PHYSIOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content At the discretion of the instructor it is recommended that a minimum of five body systems from the attached list be selected, with the reproductive system being the only compulsory inclusion: anatomical structures and their physiological functions in the following: Endocrine system, Circulatory system , Digestive system , Excretory system Respiratory system, Muscular system, Skeletal system, Reproductive system; Nervous system.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD737 ENVIRONMENTAL SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Taxonomy of plants and animals including scientific definition of *species;* General characteristics of ecosystems – abiotic and biotic features; Energy flow through aquatic, terrestrial and marine ecosystems: food chain and web relationships between species and nutrient recycling; Major ecological problems and solutions involving human activities; Water quality testing skills and procedures; Application of water testing procedures in the field.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBD738 PREPARATORY MATHEMATICS

Campus To be advised
Prerequisite(s) To be advised
Content Fractions and decimals, ratio, proportion and percent; mensuration and basic indices
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD739 INTRODUCTORY MATHEMATICS FOR SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Notation and errors, linear equations, introduction to graphs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD740 MATHEMATICS 1

Campus To be advised
Prerequisite(s) To be advised
Content Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD741 MATHEMATICS 2

Campus To be advised

Prerequisite(s) To be advised
Content Angle Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD742 MATHEMATICS EXTENSION 1

Campus To be advised
Prerequisite(s) To be advised
Content Statistics – Relationships between variables, Properties of Sets; Elementary Probability, Statistics – Normal distributions, Differential Calculus.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD743 MATHEMATICS EXTENSION 2

Campus To be advised
Prerequisite(s) To be advised
Content Circular Functions and Graphs, Trigonometry to Vectors; Introduction to Vectors, Sequences and Series, Integral Calculus.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD744 MATHEMATICS EXTENSION 3

Campus To be advised
Prerequisite(s) To be advised
Content Matrices, Logarithms and Exponential Equations, Trigonometric Equations; Statistics – Binomial Distributions, Further Calculus.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBD745 STUDY SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Different learning styles, Learning environments, Learning strategies; Effective work planning, strategies to improve work planning; Benefits of developing efficient reading, listening and note taking skills; Strategies to develop efficient skills and gathering skills.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBD746 READING AND WRITING FOR SCIENCE

Campus To be advised
Prerequisite(s) To be advised
Content Text, Skills to assist with reading and comprehending; Summarising skills, Flow chart; Written paragraph, Essay writing skills, Technical writing skills and strategies
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBD862 WORKPLACE SAFETY

Campus Sunbury, South Melbourne.
Prerequisite(s) Nil
Content To provide the participant with the knowledge and skills to apply safe practice in the pathology collection workplace.
Required Reading To be advised

Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBE295 THE PHYSICS OF MUSIC

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the learner with the underpinning knowledge and skills required to understand sound as the 'raw material' of the audio production process and to understand those interactions with the auditory system which give rise to various psychoacoustics and other perceptual effects.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBE296 INTRO TO PROJECT STUDIO DESIGN

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the learner with the knowledge and skills to understand the design and construction parameters for small personal and project studios.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VBE297 SOUND RECORDING EQUIPMENT

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the learner with the features, use and characteristics of those devices currently being used to store sound in both analogue and digital formats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBE298 INTRO TO MIXING CONSOLES

Campus Sunbury.
Prerequisite(s) Nil
Content To enable the learner to use features and characteristics of mixing console in both recording and live formats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBE299 SIGNAL PROCESSORS

Campus Sunbury.
Prerequisite(s) Nil
Content To enable the learners to operate parameters of signal processors in both recording and live formats.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBE300 MICROPHONES AND LOUDSPEAKERS

Campus Sunbury.
Prerequisite(s) Nil
Content To enable the learner to use microphones and loudspeakers for both recording and live formats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBE301 INTRODUCTION TO ELECTRICITY AND

ELECTRONICS

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the learner with the electrical and electronic knowledge and skills required to perform the duties of a sound engineer effectively and safely.
Required Reading To be advised
Nominal Hours 22 Hours
Assessment As per accredited curriculum

VBE302 INTRODUCTION TO DIGITAL AUDIO

Campus Sunbury.
Prerequisite(s) Nil
Content To provide the learner with the features and characteristics of those devices currently being used to capture, store, process and output sound in digital format.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBE303 INNOVATIONS IN SOUND TECHNOLOGY

Campus Sunbury.
Prerequisite(s) Nil
Content Expand learners' horizons by introducing them to new technology and to encourage them to evaluate the impact such technology is having on the industry and its practitioners.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBE304 PRE-PRODUCTION AND PEOPLE-HANDLING SKILLS

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to carry out pre-production planning for recording sessions and to set up control rooms and performance areas for recording.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBE305 PROFESSIONAL FOLIO AND RESUME

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to introduce the use of and to oversee the development of professional folio, and to assist learners in compiling a folio for personal and promotional use.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VBE306 INTRODUCTION TO DIGITAL AUDIO WORKSTATIONS

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the range of Digital Audio Workstations available to sound production personnel and the techniques and processes involved in their operation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBE307 INTRODUCTION TO SYNCHRONISATION

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand time codes and synchronisation systems and their role in linking a wide variety of equipment used in the sound production, film and television, broadcast, multimedia and A-V industries.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBE308 MIDI APPLICATIONS FOR SOUND ENGINEERS

Campus Sunbury.
Prerequisite(s) VBB760 Understanding MIDI – sequencing and sampling.
Content The purpose of this module is to provide the learner with the knowledge of MIDI and MIDI-capable equipment which is required by sound engineers working in the sound production field
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBE309 MICROPHONE TECHNIQUES

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to use microphones effectively for both recording and live formats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBE310 MIXDOWN AND EQ TECHNIQUES

Campus Sunbury.
Prerequisite(s) VBE295 The physics of music, VBE297 Sound recording equipment, VBE298 Intro to mixing consoles, VBE299 Signal processors.
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to create effective mixes by balancing levels, EQing signals and performing appropriate complementary signal processing.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBE311 RECORDING TECHNIQUES

Campus Sunbury.
Prerequisite(s) VBE295 The physics of music, VBE297 Sound recording equipment, VBE298 Intro to mixing consoles, VBE299 Signal processors, UBC576 Artistic content and evaluation.
Content The purpose of the module is to provide the learner with the knowledge and skills required to manage effective recording sessions.
Required Reading To be advised
Nominal Hours 22 Hours
Assessment As per accredited curriculum

VBE312 MASTER TAPE PREPARATION

Campus Sunbury.
Prerequisite(s) Nil

Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the final stage of the production process.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VBE313 CD MASTERING AND MANUFACTURE

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the process of mastering the manufacture of CDs.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBE314 INTRODUCTION TO AUDIO POST

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the range of techniques and processes involved in audio post-production.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBE625 COMMUNICATION IN THE MODELLING INDUSTRY

Campus City King.
Prerequisite(s) Nil
Content Effective communication techniques; Effective communication techniques using technology; Strategies to deal with challenging situations.
Required Reading To be advised
Nominal Hours 17 Hours
Assessment As per accredited curriculum

VBE626 WORKING IN THE MODELLING INDUSTRY

Campus City King.
Prerequisite(s) Nil
Content The nature of work for a model; The rights and responsibilities of employers and employees; Principles and implementation of awards and enterprise agreements, equal opportunity and anti-discrimination; Financial and business requirements; Safe working practices.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBE627 LIFESTYLE AND HEALTH FOR THE MODEL

Campus City King.
Prerequisite(s) Nil
Content Personal skin care routine for the face and body; The relationship between exercise, physical fitness and health and the professional reasons for maintaining health and fitness; Principles of nutrition to personal food selection.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

VBE628 THE FASHION INDUSTRY

Campus City King.
Prerequisite(s) Nil

Content The history of fashion; Figure type and other personal attributes and fashion.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBE629 SELECTION AND CARE OF FASHION GARMENTS FOR THE MODEL

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Fabrics, their maintenance and use; Basic garment care and maintenance techniques; The role and function of a 'dresser'.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBE630 IMAGE MAKING FOR THE MODELLING ASSIGNMENT– MAKEUP

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The application of make-up; A make-up plan; Make-up for a range of situations; Safe and effective removal of make-up.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBE631 IMAGE MAKING FOR THE MODELLING ASSIGNMENT – HAIR

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Products and equipment suited to preparing hair for styling; A hairstyle which complements a range of fashion images; Hairstyle to meet a range of fashion looks.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

VBE632 IMAGE MAKING FOR THE MODELLING ASSIGNMENT – NAILS

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Care for and present feet and hands professionally; Manicure/pedicare techniques.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

VBE633 TECHNIQUES FOR CATWALK MODELLING

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The concept of projecting an image; Techniques required of a model on the catwalk; Effective modelling techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBE634 MOVEMENT TO MUSIC FOR THE CATWALK

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of movement to music; Movement to music techniques.
Required Reading To be advised
Nominal Hours 33 Hours

Assessment As per accredited curriculum

VBE635 CREATIVE EXPRESSION FOR THE MODEL

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of creative expression; Creative expression techniques in the modelling industry.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VBE636 PHOTOGRAPHIC MODELLING TECHNIQUES

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content The role of photography in the modelling industry; A range of photographic modelling techniques.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

VBE637 PRACTICUM

Campus City King.
Prerequisite(s) VBE626 Working in the Modelling Industry.
Content Practical experience in the modelling industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF051 COMPUTER SKILLS – TECHNICAL

Campus To be advised
Prerequisite(s) Nil
Content Practical computer operation skills including the appropriate use of hardware and operating systems and the management of design software.
Required Reading To be advised
Nominal Hours 6 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.

VBF052 COMPUTER CONCEPTS – COPYRIGHT

Campus To be advised
Prerequisite(s) Nil
Content Concepts related to intellectual property and the operating mechanisms of copyright.
Required Reading To be advised
Nominal Hours 4 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.

VBF053 COMPUTER SKILLS – VIDEO PRODUCTION

Campus To be advised
Prerequisite(s) Nil
Content To develop video production skills relevant to the area of Multimedia production.
Required Reading To be advised

Nominal Hours 21 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.

VBF054 COMPUTER SKILLS – SOUND PRODUCTION

Campus To be advised
Prerequisite(s) Nil
Content To capture and edit speech, sound effects and music for use in computer animation and multimedia products.
Required Reading To be advised
Nominal Hours 15 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.

VBF055 CINEMA LANGUAGE AND FILM STUDIES

Campus To be advised
Prerequisite(s) Nil
Content To understand the language of film/video and its role in multimedia products.
Required Reading To be advised
Nominal Hours 16 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.

VBF056 ELECTRONIC DESIGN 1

Campus To be advised
Prerequisite(s) Nil
Content To use industry relevant hardware and software for 2D graphic production as well as art direction and project management of print media; To learn creative manipulation and presentation of visual information and develop and apply conceptual skills and techniques to create design solutions.
Required Reading To be advised
Nominal Hours 60 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.

VBF057 DESIGN FOR INTERACTIVE MULTIMEDIA 1

Campus To be advised
Prerequisite(s) Nil
Content To introduce interface design, scripting, authoring, navigation and techniques for combining animation, film, video, images, texts and sound in an interactive format.
Required Reading To be advised
Nominal Hours 60 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.

VBF058 3D IMAGING AND ANIMATION 1

Campus To be advised
Prerequisite(s) Nil
Content Practical skills and design concepts involved in the computer based generation of 3D images, and the construction of 2 and 3D animation.
Required Reading To be advised
Nominal Hours 75 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.

VBF059 ELECTRONIC IMAGING 1

Campus To be advised
Prerequisite(s) Nil
Content The aim of this module is to skill students in the applied use of industry-
relevant imaging software to produce computer generated design and artwork for 2D print media. Students also learn how to apply conceptual skills and techniques to create design solutions and creatively manipulate and present visual information. They will also develop a practical knowledge of digital photographic imaging.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment To be advised

VBF060 2D DESIGN 1

Campus To be advised
Prerequisite(s) Nil
Content Advanced aspects of design process and practice using conceptual and technical skills which can be integrated with the use of relevant conventional and digital materials, techniques and technology.
Required Reading To be advised
Nominal Hours 30 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.

VBF061 ELECTRONIC DESIGN 2

Campus To be advised
Prerequisite(s) Nil
Content Industry relevant hardware and software for 2D graphic production; art direction and project management; manipulation and presentation of visual information and the application of conceptual skills and advanced techniques to create design solutions to client briefs.
Required Reading To be advised
Nominal Hours 60 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.

VBF062 DESIGN FOR INTERACTIVE MULTIMEDIA 2

Campus To be advised
Prerequisite(s) Nil
Content Advanced knowledge and skills in production, direction and compositing of multimedia design; media integration techniques; data management strategies and project management skills.
Required Reading To be advised
Nominal Hours 60 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.

VBF063 3D IMAGING AND ANIMATION 2

Campus To be advised
Prerequisite(s) Nil
Content To extend and develop conceptual and practical skills in the areas of 3D computer imaging, and the design and construction of 2 and 3D computer animation as assets for use in multimedia productions.
Required Reading To be advised
Nominal Hours 75 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.

VBF064 ELECTRONIC IMAGING 2

Campus To be advised
Prerequisite(s) To be advised
Content The aim of this module is to: skill students in the applied 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; a practical knowledge of digital photographic material.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment To be advised

VBF065 2D DESIGN 2

Campus To be advised
Prerequisite(s) Nil
Content Advanced design process and practice using visual literacy, visual communication, conceptual and technical skills in the production of Graphic Design and its integration with new digital media.
Required Reading To be advised
Nominal Hours 30 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.

VBF066 RESEARCH PROJECT: SPECIALISATION 1

Campus To be advised
Prerequisite(s) Nil

Content A structured environment in which students can further develop skills and expertise within their chosen area of specialisation. Each student will undertake individual research in one area chosen from Multimedia, Electronic Prepress or Visual Arts.
Required Reading To be advised
Nominal Hours 45 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.

VBF067 WRITING FOR MULTIMEDIA

Campus To be advised
Prerequisite(s) Nil
Content Develop a greater understanding of the possibilities and limitations of authoring applications, multimedia 'types' and the role of the writer in the development/design process.
Required Reading To be advised
Nominal Hours 30 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.

VBF068 ELECTRONIC DESIGN 3

Campus To be advised
Prerequisite(s) Nil
Content Advanced skills in the use of industry relevant hardware and software applications for graphic design for print media and art direction, project management and group collaboration in the production of print media projects; the creative manipulation and presentation of visual information and application of conceptual skills and techniques to create design solutions.
Required Reading To be advised
Nominal Hours 60 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.

VBF069 DESIGN FOR INTERACTIVE MULTIMEDIA 3

Campus To be advised
Prerequisite(s) Nil
Content Advanced skills in production, direction and compositing of multimedia design and visualisation; media integration techniques and technologies in key areas of multimedia production; research and development of multimedia production; project and group project management skills.
Required Reading To be advised
Nominal Hours 45 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.

VBF070 IMAGING FOR MULTIMEDIA

Campus To be advised

Prerequisite(s) Nil
Content Advanced skills and knowledge to acquire images for use in multimedia; incorporate imaging techniques into the development and management of current and emerging distribution forms eg Internet, WWW.
Required Reading To be advised
Nominal Hours 45 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.

VBF071 ELECTRONIC IMAGING 3

Campus To be advised
Prerequisite(s) Nil
Content Advanced application of industry-relevant digital imaging software to produce computer generated design and artwork for electronic and print media. This includes advanced conceptual techniques to create design solutions, creative manipulation, electronic, compositing and presentation of visual information and the use of digital photographic imaging.
Required Reading To be advised
Nominal Hours 45 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.

VBF072 RESEARCH PROJECT: SPECIALISATION 2

Campus To be advised
Prerequisite(s) Nil
Content A structured environment in which students can further develop skills and expertise within their chosen area of specialisation; the opportunity to undertake an individual project in liaison with industry mentor(s) which demonstrates competencies at the entry level of industry in one area, chosen from Interactive Multimedia/Animation, Electronic Publishing/Graphic Design or Visual Arts.
Required Reading To be advised
Nominal Hours 45 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.

VBF073 CAD RESEARCH PROJECT

Campus To be advised
Prerequisite(s) Nil
Content To utilise the accumulated knowledge from semester 1, 2 and 3 in a major project in an area of chosen specialisation; Develop specialist skills within art and design and media industry.
Required Reading To be advised
Nominal Hours 222 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.

VBF074 SMALL BUSINESS MANAGEMENT PROJECT

Campus To be advised
Prerequisite(s) Nil
Content Concepts and factors required to start a small business relevant to the electronic design and interactive multimedia industry.
Required Reading To be advised
Nominal Hours 30 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.

VBF163 PRINCIPLES OF ISO ACCREDITATION AND QUALITY AUDIT

Campus To be advised
Prerequisite(s) VBF181 Introduction to Quality Management Principles
Content Quality management and improvement, links between quality and productivity, economic advantage and standard of living.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF164 FOOD PACKAGING

Campus To be advised
Prerequisite(s) Nil
Content Reasons for packaging food, different packaging materials and their suitability.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBF166 FOOD BIOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Biological terms and concepts, cells, process of movement in and out of cells, chemicals of life – water and organic matter, animals and plants as sources of food.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBF167 THERMAL PROCESSING 1

Campus To be advised
Prerequisite(s) VBF200 Unit Operations.
Content Basic principles of application of heat to food in order to extend shelf life including blanching, pasteurisation, heat sterilisation, evaporation, dehydration, baking and roasting, microwave and infrared radiation.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

VBF168 MEAT AND MEAT PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Meat and the various processed meat derivatives, processing to meat, processing techniques and technology.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF169 DAIRY PROCESSING

Campus To be advised
Prerequisite(s) AAA640 Introductory Mathematics.
Content Processing of raw milk, processing techniques and terminology, manufacture of milk products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF170 FRUIT AND VEGETABLE PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Harvesting and special storage methods prior to processing, preparation for processing including peeling, chemical treatment and blanching, processing fruits to make jam, processing vegetables to make a pickle.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF171 FISH AND SEAFOOD PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Varieties of fish and seafood, harvesting and storage practices, processing techniques and technology.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF172 POULTRY AND EGG PROCESSING

Campus To be advised
Prerequisite(s) To be advised
Content Pre-slaughter preparation of birds, slaughter processing, minimising bacterial cross contamination, storage and handling, structure and physiology of the egg, testing for egg quality.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF173 EDIBLE FATS AND OILS

Campus To be advised
Prerequisite(s) To be advised
Content Raw material sources of edible fats and oils, processing of edible fat and oils, plasticised fats.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF174 CONFECTIONERY AND SUGAR TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Chemical nature and general properties of sugar, processing techniques and technology, confectionary products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF175 BEVERAGES

Campus To be advised
Prerequisite(s) To be advised

Content Varieties of beverage styles, manufacture of wines, spirits, beer, fruit juice products, carbonated beverages, tea and coffee, construction of HACCP charts, basic quality control testing.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF176 CEREAL AND BAKING TECHNOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content Definition and examples of cereals, use of cereals in the food industry, value and quality of cereals, milling of cereals/flour based products.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF177 NUTS, PULSES AND OTHER GRAINS

Campus To be advised
Prerequisite(s) To be advised
Content Nuts, pulses and other seeds used in the food processing industry, maufacturing processes.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF178 FOOD ADDITIVES

Campus To be advised
Prerequisite(s) To be advised
Content Food additives and their functions.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBF179 DAIRY PRODUCTION AND INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content Structure of the Dairy industry, production process of milk, markets for milk and dairy products.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF180 LIQUID PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Market milk products, production systems, problem diagnosis, rectification and reporting.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF181 INTRODUCTION TO QUALITY MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Concepts of Quality Management, elements of quality management.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF188 PROCESS CONTROL

Campus To be advised
Prerequisite(s) To be advised
Content Production processes, principles of process control, control mechanisms and modes of control.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF195 INTRODUCTION TO SENSORY ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Organoleptic qualities of food, sensory evaluation techniques, conducting a taste panel.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF196 HYGIENE AND SANITATION

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Causes of food contamination and food poisoning, good manufacturing practices, cleaning and sanitation procedure.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF197 PRINCIPLES OF HAZARDS ANALYSIS AND CRITICAL CONTROL POINTS

Campus To be advised
Prerequisite(s) VBF181 Introduction to Quality Management, VBF196 Hygiene and Sanitation, VBF200 Unit Operations.
Content Hazard analysis and critical control ponts.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF198 INTRODUCTION TO FOOD TECHNOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Structure of the food processing industry, food preservation and processing, hygiene and sanitation, quality management principles.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF199 PRINCIPLES OF FOOD SPOILAGE AND CONTROL

Campus To be advised
Prerequisite(s) Nil
Content Type of spoilage and control techniques.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF200 UNIT OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Unit operations required in the processing of foods, major unit operations including material transfer, separation, size reduction, heat exchange and biochemical transformation.
Required Reading To be advised

Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF201 LOW TEMPERATURE PRESERVATION

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Effects of low temperature preservation, current freezing methods, freezer systems.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF207 HIGH TEMPERATURE PRESERVATION

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control
Content Reasons for heat processing of foods, effects of high temperature.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF281 FERMENTATION/ CONCENTRATION/ DRYING

Campus To be advised
Prerequisite(s) VBF199 Principles of Food Spoilage and Control.
Content Principles of fermentation, concentration and drying in food processing.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF295 NETWORKING IN COMMUNITY SERVICES AND HEALTH

Campus To be advised
Prerequisite(s) Nil
Content Effective communication techniques to facilitate group discussions and conduct interviews; Ability to represent their organisation to a range of groups and external organisations.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBF296 MANAGING COMMUNICATION IN THE COMMUNITY SERVICES AND HEALTH ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Communication and interpersonal skills to manage individuals and groups in the community services and health industry.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF297 MANAGING IN THE COMMUNITY SERVICES AND HEALTH ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Communication and interpersonal skills to manage individuals in the community services and health industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF298 DEVELOPING PROGRAMS FOR CLIENTS

Campus To be advised
Prerequisite(s) Nil
Content Design and implement a range of programs for clients.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF299 INDUSTRY PROJECT – COMMUNITY SERVICES AND HEALTH

Campus To be advised
Prerequisite(s) Nil
Content Identify and research significant management related problems or opportunities and then formulate, execute and evaluate courses of action which solve the problem(s) and/or the opportunity (ies).
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF301 COMPUTERS IN MARKETING

Campus To be advised
Prerequisite(s) NOS118 Computer Operations-Data Retrieval, NOS213 Computer Operations, NOS216 Spreadsheet Fundamentals, NOS215 Database Fundamentals, VBF306 Introduction to Business Statistics, VBF307 Introduction to Market Research.
Content Computer technology to a range of marketing services; Analysis of markets using geodemographic mapping software; Marketing Information system; Marketing presentations; Applying computer and communications technology to marketing activities; Computerised communications technology; Customer database program; Spreadsheet package to develop basic marketing decision making models; Project management software; Personal information manager; Geodemographic mapping software.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF302 INTRODUCTION TO BUSINESS MATHS

Campus To be advised
Prerequisite(s) Nil
Content Basic algebraic operations; Simple and compound interest calculations; Basic depreciation calculations; Linear equations to do break-even analysis; Appropriate graphs from data and interpret them;
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF303 LAW OF MARKETING

Campus To be advised
Prerequisite(s) NAP750 Commercial Law Principles.
Content Sale of Goods; Debt Collection; Consumer Protection; Restrictive Trade Practices; Agency and Bailment; Raffles, Market Games and Gift Promotions; Intellectual Property; Regulations in Advertising.
Required Reading To be advised
Nominal Hours 50 Hours

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

VBF304 PRODUCT MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Conceptual and practical aspects of successful product innovation; History and development of the product management concept; The meaning of product; The growing importance of product innovation and development; Brand and position strategies; Successful packaging strategies; New product development process; The product life cycle; New product development.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF305 DATA ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Load and transfer data between software packages; Conduct data analysis commonly used to assist strategic marketing.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF306 INTRODUCTION TO BUSINESS STATISTICS

Campus To be advised
Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics.
Content Commercial graphical presentation packages; Design features of slides for business presentations; Numeric charts; Different slide media.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF307 INTRODUCTION TO MARKET RESEARCH

Campus To be advised
Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics,VBF306 Introduction to Business Statistics, VAB548 Consumer Behaviour Concepts, VAB550 Consumer Decision Making.
Content Basic marketing research to improve the quality of marketing decisions and strategy development; Marketing research brief, techniques, proposals and questionnaires; Role of market research agencies; Collect field data; Process research data; Complete data analysis and interpretation; Prepare a research report.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF469 LEGAL RESEARCH METHOD

Campus To be advised
Prerequisite(s) To be advised
Content Identify research questions and legal categories, finding sources of legal information; Computer searching techniques; Citing legal information; Searching for case law; Searching for secondary sources of legal information; Searching for legislation; Searching for delegated legislation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBG383 SONG WRITING 2

Campus Sunbury.
Prerequisite(s) VBB710 Contemporary Musicianship, VBB712 Reading and writing staff notation, VBB733 Arranging your songs, VBB742 Basic copyright in the music industry, VBB759 How to make a demo tape.
Content To provide learners with skills to create, arrange, notate and perform/record five songs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBG384 ARRANGING AND SCORING IN THE HOME STUDIO

Campus Sunbury.
Prerequisite(s) VBB710 Contemporary Musicianship, VBB733 Arranging your songs, VBC172 Music Theory/Musicianship Grade4.
Content To provide learners with the opportunity to arrange, score and direct a performance from the score.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBG385 PERFORMANCE PLATFORM 3

Campus Sunbury.
Prerequisite(s) VBC152 Performance Platform 2.
Content To develop musicality and performance skills through regular performances and evaluation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG616 INTRODUCTION TO PSYCHOACOUSTICS

Campus Sunbury.
Prerequisite(s) To be advised
Content The aim of this module is to provide the learner with the underpinning knowledge and skills required to understand the way in which sound interacts with the auditory system to give rise to various psychoacoustic and other perceptual effects.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBG617 INTRODUCTION TO PROFESSIONAL STUDIO DESIGN

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills to understand design and construction parameters used for professional recording studios. This is achieved through developing an understanding of the behaviour of

sound in enclosed space, a knowledge of factors which govern sound transmission and attenuation, and the application of this knowledge in designing production facilities.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBG618 AUTOMATED CONSOLES AND MIXING SYSTEMS

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the features, use and characteristics of mixing consoles, both digital and analogue, and their recall and control systems. Experience with advanced mixing systems allows the learner to build on existing practical skills while developing new skills in the production of recorded sound.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

VBG619 LINEAR MULTITRACK RECORDING SYSTEMS

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the features, use and characteristics of linear recording devices currently being used in professional and semi-professional recording facilities. Experience with analogue and digital tape recorders will provide the learner with practical skills and will develop decision-making ability in the production of recorded sound.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBG620 NON-LINEAR PRODUCTION SYSTEMS

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge required to understand the range of non-linear production systems available to sound production personnel and to provide the skills needed to operate such devices effectively in a sound production environment to achieve professional results.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

VBG621 EDITING AND SYNCHRONISING SYSTEMS

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide learners with the knowledge and skills required to use time codes and synchronization systems effectively in professional editing and post-production applications by linking and operating equipment used in sound production, film and television, broadcast, multimedia and A-V industries.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG622 MIDI WORKSTATION AND HYBRID SYSTEMS

Campus Sunbury.
Prerequisite(s) To be advised

Content The purpose of this module is to provide the learner with a practical understanding of MIDI workstations and the equipment required to interface successfully with audio recording equipment.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

VBG623 ADVANCED MIDI CONTROL SYSTEMS

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with an understanding of control systems for MIDI and MIDI-capable equipment used by sound engineers work in the sound production field.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBG624 ADVANCED MIXING TECHNIQUES

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module it to provide the knowledge required to produce mixes using techniques which complement the nature of sounds recorded during the tracking process. Experience in complex mixing tasks is intended to provide the learner with practical skills, develop decision-making ability and develop auditory and musical discrimination.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

VBG625 SOUNDTRACKS FOR FILM AND TELEVISION

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to perform the range of techniques and processes involved in producing soundtracks for film and television.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBG626 COMMERCIAL VOICE-OVER AND JINGLE PRODUCTION

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills required to produce the audio component of commercials intended for radio and television broadcast.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBG627 LIVE RECORDING: MUSIC

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills required to effectively record live performances of music to professional standards.
Required Reading To be advised
Nominal Hours 31 Hours
Assessment As per accredited curriculum

VBG628 LIVE RECORDING: CONFERENCES AND

SEMINARS

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the knowledge and skills required to effectively record conference and seminar proceedings ready for editing, mastering and manufacture of multiple copies.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VBG629 CONCERT SOUND – PA FOR LARGE VENUES

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills needed to understand the set up and operation of a concert PA system for a large venue.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG630 CONCERT SOUND – PA FOR OUTDOOR VENUES

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge of how to set up and operate a concert PA system for an outdoor venue.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG631 PA FOR SEMINARS AND CONFERENCES

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to set up and operate a sound reinforcement system for seminars and conferences.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBG632 THEATRE AUDIO

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to set up and operate a sound reinforcement and audio playback system for live theatre productions.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBG633 INTRODUCTION TO BROADCAST AUDIO – RADIO

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the range of techniques and processes involved in radio production. An understanding of broadcast audio is useful for learners involved in earlier stages of the production process by developing an awareness of the role played by audio recordings in a broadcast environment.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG634 INTRODUCTION TO BROADCAST AUDIO – TELEVISION

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the range of techniques and processes involved in audition production for television. An understanding of televisions audio is useful for learners involved in earlier stages of the production process by developing an awareness of the role played by audio recordings in the broadcast environment.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBG635 FILM AND CINEMA SOUND

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the nature of the sound production process used in film production and its relationship to the audio presentation systems used in cinemas.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBG636 AUDIO POST-PRODUCTION

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to perform the range of techniques and processes involved in audio post-production. An understanding of post-production is useful for learners involved in earlier stages of the production process by developing an awareness of the role that their audio product plays when presented in other formats and together with other media.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBG637 THE MUSIC VIDEO CLIP

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide learners with the underpinning knowledge and skills required to understand the process of combining recorded music tracks with vision to produce a music video.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

VBG638 MULTIMEDIA SOUND PRODUCTION

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to understand the techniques and processes involved in multimedia sound production. Understanding of the role of sound both as content, and as a component of multimedia instrumental in its interactivity is useful for learners involved in earlier stages of the sound production process.

Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBG639 INTERNET/WWW SOUND PRODUCTION

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with the underpinning knowledge and skills required to use techniques and processes suitable for audio production for the Internet. An understanding of WWW audio production techniques may be useful for learners involved in earlier stages of the audio production process by creating an awareness of the merging role of the Internet/WWW both as a promotional and delivery medium.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBG640 INTRODUCTION TO THE ROLE OF THE PRODUCER

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide the learner with an understanding of the range of technical and music skills required by music producers. This is achieved through developing a balance between the necessary focus on clients and their needs, and the need for expression of the creativity of the producer. The module is intended to provide the learner with theoretical knowledge and practical skills in order to develop decision-making ability and creative direction in the production of recorded sound.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBG847 CROSS-CULTURAL FAMILIARISATION

Campus To be advised
Prerequisite(s) To be advised
Content The concept of 'culture'; Cultural complexity, cultural integration or separation; Social and cultural norms and imperatives; Business and social 'internationalism' requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG848 BUSINESS ORGANISATIONS AND CONTRACT LAW

Campus To be advised
Prerequisite(s) Nil
Content Business organisations and contract law relevant to domestic and international business activities; Sole traders, partnerships, trusts, companies, subsidiary companies, agencies, distributorships, baileeships, confirming houses, joint ventures; Hire purchase agreements of intellectual property; International Chamber of Commerce; GATT articles, WTO responsibilities; International laws of trade; Elements of a contract; Conventions associated with contracts; Remedies for breaches of contract.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG849 IMPORT AND EXPORT BUSINESS PROCEDURES

Campus To be advised
Prerequisite(s) Nil
Content Customer enquiries; Customer orders; Production allocation; Freight bookings; Document preparation; Packaging; Payment/collection procedures; Export customs clearance; Delivery/distribution; Customs roles and functions; Prohibitions and restrictions; Automated statistical analysis (eg: ABS)
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG850 INTERNATIONAL TRADE FINANCE

Campus To be advised
Prerequisite(s) To be advised
Content The various structures and processes of International trade finance, including optional finance models and practices.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG851 QUALITY MANAGEMENT FOR INTERNATIONAL TRADE

Campus To be advised
Prerequisite(s) Nil
Content Concepts of quality management; Forces that can impinge on the attainment of organisational goals; Quality management systems; International organisational for standardisation; International electro technical commission; ISO standards; Best practice and continuous improvement; Management responsibility; Project planning; Benchmarking; Key performance indicators; Internal audits; Process controls; Training.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG852 MANAGEMENT INFORMATION SYSTEMS

Campus To be advised
Prerequisite(s) ITF304 Advanced Operations-Word Processing, ITF305 Advanced Operations– Spreadsheet, ITF415 Commercial Database Packages 1, ITF405 Business and Presentation Graphics, NOS250 Introduction to the Internet, NCS002 Writing Skills for Work.
Content Technological requirements of an international trade organisation; Information sources; Data and document flow; Types of reports; Budgetary considerations; Timeframes; Human resource management; Electronic data interchange systems; Security of information; Evaluation of information systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG853 TRADE PRINCIPLES FOR INTERNATIONAL LAW (BUSINESS ACTIVITIES, CONSERVATION, CUSTOMS AND QUARANTINE)

Campus To be advised
Prerequisite(s) VBG848 Business Organisations and Contract Law.
Content Commercial legal considerations and conventions that affect business transactions in the domestic and international trading market; Consumer protection laws; Dispute resolution; Governmental/customs legislation and convention; Transport legislation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG854 TRANSPORT AND LOGISTICS – OPERATIONS MANAGEMENT

Campus To be advised
Prerequisite(s) 8870A International Trade and Export Procedures.
Content Transport and logistics system for an international trade organisation; Best practice procedures; Sourcing and purchasing and procedures; The impact of technology; Automated and manual systems; Just in time systems; Transport methods; Warehousing distribution; Tracking systems; Transport and storage of hazardous materials; Local and international trends; Cost/benefit analysis; Legislative requirements; Materials handling equipment; Inventory control; Loss and damage minimisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG858 TRANSPORT AND LOGISTICS – SYSTEMS DEVELOPMENT

Campus To be advised
Prerequisite(s) VBG854 Transport and Logistics-Operations Management.
Content The role of a transport and logistics system in international trading; Comparison of the types of transport and logistics systems; The role of government and the impact of legislation on policies, practices and conventions-national and international; Insurance requirements; Technological developments; Budgetary considerations; Public and private ownership of transport networks; Inventory systems; Managing information systems; Purchasing and materials management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG859 RESEARCH AND REPORT ON AN IMPORT OR EXPORT VENTURE

Campus To be advised
Prerequisite(s) NGMS201 Entrepreneuring and Innovating, NGMS202 Forecasting Futures, NGMS204 Manage Strategically, NGMS211 Managing Risks, VBG858 Transport and Logistics–System Development.
Content Market research; Risk assessments; Feasibility of research; Outcomes for an import or export venture; International marketing and trends; Information technology; Data and documentation; Transportation and logistics; Change and innovation; International finance; International protocol.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG951 WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
Content Explain the legal requirements covering Occupational Health and Safety in the boatbuilding industry; Describe the potential hazards and hazard control measures in a boatbuilding environment; Comply with occupational health and safety and enterprise requirements for safe work practices and procedures in a boatbuilding workplace; Demonstrate the use of personal protective equipment and clothing relevant to boatbuilding operations; Undertake enterprise recording and reporting in accordance with occupational health and safety and scope of responsibility.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG952 BOATBUILDING TERMINOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Define a range of boating terms and components; Describe the different types of components associated with sailing boats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG953 BOATBUILDING CALCULATIONS

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate the use of an electronic calculator; Perform weight, density and volume calculations as required in various practical situations using an electronic calculator; Use an electronic calculator to calculate the costs of materials required in order to plan, estimate and construct practical projects; Perform a range of calculations relating to sails and sailing rigs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG954 HAND AND POWER TOOLS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety.
Content Demonstrate basic hand tool skills as used in the construction of timber, fibreglass and metal boats; Demonstrate basic hand skills in the operation of power and pneumatic hand tools for timber, fibreglass and metal boat applications relevant to the boatbuilding industry; Apply basic maintenance and storage procedures for a range of hand, power and pneumatic hand tools used in boat construction according to standard operational procedures and manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG955 BOATBUILDING DRAFTING

Campus To be advised
Prerequisite(s) Nil
Content Describe the drawing instruments and accessories used in the development of lines plan drawings; Produce a fully developed lines plan from a set of offsets; Demonstrate the procedure for reproducing a set of dinghy lines plans and camber developments from a set of offsets.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG956 CRAFT DEVELOPMENT

Campus To be advised
Prerequisite(s) VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools; VBG955 Boatbuilding drafting.
Content Explain boatbuilding methods, including propulsion methods and associated components; Explain the function of mould and construction in boat construction; Describe the methods and components used in planking, sheeting, lay-up and procedures used in hull construction in the boatbuilding industry; In accordance with a specified plan and enterprise policy and procedures: Demonstrate the assembly of a support jig and transverse moulds for the construction of a timber hull, Construct a deadwood backbone and longitudinal frame components for a timber hull, Perform the preparation of a hull and deck lay-up for a canoe; In accordance with construction plans, manufacturer's specifications and enterprise policy and procedures: Perform hull and deck hand lay-up procedures and wetting out applications of fibre reinforced materials, Demonstrate the application of deck reinforcement and buoyancy materials, Release the hull and deck structures from moulds and assemble.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBG958 INTRODUCTION TO STATIC MACHINES

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools.
Content Identify the safety precautions that must be followed when operating static machinery; Demonstrate basic hand skills to operate basic electric workshop machinery for timber, fibreglass and metal boat applications; Demonstrate the general maintenance procedures on basic electric workshop machinery used on boat construction.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG959 CRAFT CONSTRUCTION (GENERAL)

Campus To be advised
Prerequisite(s) Nil
Content Describe the different types of backbone structures and associated components used in boat construction; Describe the construction of moulds and the different types of longitudinal and transverse framings used in hull construction; Describe the methods of planking, sheeting and lay-up procedures used in hull construction; Describe the methods used for deck planking, sheathing and the components used in deck structure of boats.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG960 CONSTRUCTION MATERIALS

Campus To be advised

Prerequisite(s) VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools.
Content Describe the various types of materials used for boat construction; Describe the types of fastenings used in boat construction; Demonstrate the application of fastenings to materials used in boat construction.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG961 CRAFT CONSTRUCTION - TIMBER

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG975 Lofting, VBG966 Small craft construction, VBG967 Decking, VBG970 Paints, coatings, sealants and adhesives.
Content Construct keel stern apron moulds and transom for a timber hull according to a specified plan; Install keel stern apron moulds and transom onto a formerly constructed jig and apply fairing techniques in conjunction with a specified plan; Apply planking materials to a timber hull; Perform hand fairing techniques to fair a timber hull to a specified standard; Demonstrate finishing techniques on a timber hull in accordance with specifications.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG962 CRAFT CONSTRUCTION - FIBREGLASS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general), VBG960 Construction materials, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Prepare a hull and deck mould for the lay-up of a canoe according to specified procedures and occupational health and safety considerations and practices; Apply gelcoat to a full coverage stage onto a prepared hull and deck mould, according to manufacturer's specifications; Perform hull and deck hand lay-up procedures according to a construction plan and manufacturer's specifications; Assemble hull and deck structures according to construction plan specifications.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG963 CRAFT CONSTRUCTION - ALUMINIUM

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Describe the use of aluminium in boatbuilding; Describe the types of corrosion that affect aluminium and the prevention methods used; Describe the tools and fastenings used in aluminium boatbuilding; Perform a conic development of a boat; Fabricate external deck fitting components to specified standards; Demonstrate techniques used for welding and finishing deck fitting components.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG964 CRAFT CONSTRUCTION - STEEL

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG975 Lofting, VBG966 Small craft construction, VBG954 Hand and power tools.

Content Describe the features of steel boats; Fabricate hull and internal support components for a small steel boat; Strengthen sheet metal using plate forming operations; Assemble a small steel boat.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG966 SMALL CRAFT CONSTRUCTION

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general).
Content Perform the procedures for the assembly of a building jig for boat construction purposes; Demonstrate procedures for constructing components of the boat's backbone; Demonstrate the setting up sequence for the backbone frame or mould, transom, stern and bracing arrangements for a small boat.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG967 DECKING

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG978 Advanced static machines.
Content Demonstrate the construction of different types of deck beams used in deck frames for timber boats; Demonstrate the installation of a range of deck frame joints used in timber boats; Demonstrate the laying of a straight timber deck; Perform deck lay-up and reinforcing procedures for a fibreglass boat in accordance with industry standards; Fit metal deck frame components.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG968 BOATBUILDING PATTERNS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG953 Boatbuilding calculations, VBG970 Paintings, coatings, sealants and adhesives, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Describe the procedures used in the construction of a boatbuilding pattern; Construct a wooden pattern and produce a fibreglass plug and mould according to a specified plan; Produce a finished product from a mould according to specified lay-up procedures; Construct a foil component to plan specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG969 BACKBONE STRUCTURES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Demonstrate the use of a spindle moulder to perform rebating operations on boat components; Assemble a keel wedge into a keel according to specified plans; Describe the construction and uses of ballast keels; Construct a stern for a boat and attach it to the keel according to specified plans; Perform the construction of a transom to plan and specifications; Set up the backbone for a boat and assemble the associated components to the structure.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG970 PAINTS, COATINGS, SEALANTS AND ADHESIVES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG957 Boatbuilding materials.
Content Demonstrate the preparation of fibreglass, metal and timber surfaces for the application of marine coatings; Apply filler materials to fibreglass, metal and timber surfaces prior to the application of marine coatings; Apply sheathing materials to timber boats according to manufacturer's specifications; Demonstrate paint procedures and application techniques on timber, fibreglass and metal boats according to manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG971 COMPOSITE FIBRES 1

Campus To be advised
Prerequisite(s) VBG962 Craft construction – fibreglass, VBG951 Workplace occupational health and safety, VBG954 Hand and power tools.
Content Apply material management practices to the use of composite materials according to appropriate plans and specifications; Demonstrate application methods for a range of composite materials; Apply vacuum bagging construction techniques including setting up and application procedures according to given specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG972 COMPOSITE FIBRES 2

Campus To be advised
Prerequisite(s) VBG971 Composite fibres 1, VBG951 Workplace occupational health and safety.
Content Demonstrate the operation of a gelcoat, resin/glass depositor according to manufacturer's specifications; Describe the use of foams in boatbuilding; Describe the construction methods and range of materials used in composite construction of a boat; Apply the procedures used in foam sandwich construction according to a specified plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG973 FITOUT AND FINISH

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG951 Workplace occupational health and safety.
Content Explain the methods used for the fabrication of superstructures in timber, metal and fibreglass; Explain the procedures and safety factors to be considered in the installation of internal and external openings; Explain the methods used for the fitout installation of a small boat; Install a range of exterior trims and deck hardware according to plans and specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG974 BOATYARD OPERATIONS

Campus To be advised
Prerequisite(s) VBG953 Boatbuilding calculations, VBG996 Problem solving.
Content Describe the boatyard layout and slipping procedures; Demonstrate the slipping, support and relaunch of a boat on a cradle

slipway; Describe the possible environmental hazards that may arise from work carried out in a boatyard.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG975 LOFTING

Campus To be advised
Prerequisite(s) VBG955 Boatbuilding drafting.
Content Produce a plan drawing of a hard chine dinghy showing profile view, plan view and cross sections; Develop a lofted plan of a hard chine dinghy; Apply Simpson's Rule to calculations relevant to the lofted plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG976 MAINTENANCE AND REPAIR TECHNIQUES

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG970 Paints, coatings, sealants and adhesives, VBG951 Workplace occupational health and safety.
Content Demonstrate appropriate maintenance procedures for environmental damage on boats in accordance with enterprise standards and procedures; Apply appropriate procedures for the prevention of electrolytic attack on metals used in boat construction in accordance with enterprise standards and manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG977 FIRST AID

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety.
Content Describe relevant legislation and regulatory guidelines; Demonstrate correct procedures for cardio pulmonary resuscitation on a mannequin; Demonstrate appropriate first aid treatment of a range of injuries; Demonstrate procedures to ensure the safety of patient, bystanders and the first aider; Describe procedures to summon assistance; Record details of treatment given.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG978 ADVANCED STATIC MACHINES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG958 Introduction to static machines, VBG954 Hand and power tools.
Content Demonstrate the correct adjustment of fences and guards on static machines; Demonstrate the safe and efficient use of a range of static machines; Perform routine maintenance procedures on workshop machinery.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG979 INSTALLATION OF FITTINGS AND ENGINES

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Demonstrate the installation of a range of internal and external fittings according to supplied plans, specifications and

enterprise standards; Construct and install engine beds for boats in accordance with supplied plans, specifications and enterprise standards; Describe the requirements for the construction of fuel and water tanks for boats in accordance with enterprise and manufacturer's specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG980 COMPUTERS AND TECHNOLOGY

Campus To be advised
Prerequisite(s) Nil
Content Describe the function and components of a range of computer technology systems in the boatbuilding industry; Access information from a computer system in accordance with standard operating procedures and manufacturer's specifications; Input information into a computer system in accordance with standard operating procedure.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG981 PLANKING

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG960 Construction materials, VBG970 Paints, coatings, sealants and adhesives.
Content Demonstrate the use of appropriate fastenings to attach garboards to the backbone of a timber boat; Demonstrate the methods used for the planking of a timber boat; Perform spilling operations on planking stock; Demonstrate the fitting of planks to a timber hull; Select and apply suitable caulking materials to the timber hull.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG982 INTRODUCTION TO FIBREGLASS

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG960 Construction materials.
Content Describe the safety procedures relevant to the use of fibreglass materials; Describe the hand tools and equipment used in the hand laminating of fibreglass; Describe the usage and mixing proportions of materials used in fibreglass lamination; Demonstrate the practical skills required for the production of a fibreglass panel to supplied specifications; Demonstrate the use of a diamond saw for the cutting of a cured laminated product.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG984 RIBBING AND LONGITUDINAL FRAMING

Campus To be advised
Prerequisite(s) VBG978 Advanced static machines.
Content Describe the functions and construction methods of frames as applied to boats; Demonstrate the fastening of ribs to the keel and planks; Outline the methods used for fastening various types of floors to the keel, frames and planks; Demonstrate the fastening of longitudinal framing into a hull; Describe the procedure for the development of an engine bed for a boat.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG985 TIMBER FLOORING AND SEATS

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines, VBG986 Steambending and laminating timber.
Content Fabricate and fit seats to a boat according to specified plans; Install floor boards in a dinghy according to specified plans.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG986 STEAMBENDING AND LAMINATING TIMBER

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Describe the types and function of sterns used in boats; Demonstrate steambending techniques to bend timber for use in a stern for a boat in accordance with enterprise standards and specifications; Produce a laminated stern for a boat in accordance with enterprise standards and specifications; Calculate the cost of the timber required to produce the laminated stern in accordance with enterprise standards and procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG987 ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) Nil
Content Describe the aspects of revenue generation in the boatbuilding industry; Describe the elements of costing in the boatbuilding industry; Use estimation skills to prepare a costing on a boatbuilding project.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG990 COMPUTER AIDED DRAFTING

Campus To be advised
Prerequisite(s) VBG975 Lofting.
Content Describe the relevant hardware and software used for CAD operation; Perform the tasks required for the effective use of a CAD system; Perform operations using a typical CAD software package; Utilise a CAD software package to adjust a range of specifications and meet job requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG991 CENTREBOATS, RUDDERS AND STEERING GEAR

Campus To be advised
Prerequisite(s) VBG986 Steambending and laminating timber, VBG951 Workplace occupational health and safety.
Content Perform calculations relevant to the design of centreboards, rudders and steering gear; In accordance with enterprise standards: Construct a centreboard for a boat from a specified plan, Construct a rudder for a boat from a specified plan, Fabricate a rudder box to suit the rudder blade; Complete a construction plan of a yacht rudder in accordance with enterprise standards and specifications; Describe the range of steering control systems used on boats.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG992 ROUND BILGE LOFTING

Campus To be advised
Prerequisite(s) VBG975 Lofting.
Content Construct a suitable lofting grid; Develop a hull outline; Fair the hull shape with waterlines and buttock lines; Develop the true shape of a range of transoms; Complete the necessary drawings of hull components; Complete calculations involving the use of Simpson's second rule.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG993 FAIRING OPERATIONS

Campus To be advised
Prerequisite(s) VBG960 Construction materials, VBG954 Hand and power tools.
Content Describe the types and characteristics of marine plywood; In accordance with enterprise standards and procedures: Demonstrate techniques used in the fairing of a framework for a boat, Demonstrate the techniques used in the fitting and attachment of a plywood skin to a framework; Describe the materials used and the method employed in sheathing a hull; Fit chaffing strips as required by a specified plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG994 BREASTHOOKS, KNEES, THWARTS, MASTS AND SPARS

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG978 Advanced static machines, VBG951 Workplace occupational health and safety, VBG952 Boatbuilding terminology, VBG953 Boatbuilding calculations.
Content Demonstrate the fitting of breasthooks and quarter knees into a round bilge hull; Demonstrate the fitting of thwarts and knees into a round bilge hull; Demonstrate the fitting of floor boards into a round bilge dinghy; Describe the function, construction and maintenance of masts, rigging and spars on a sailing boat.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG996 PROBLEM SOLVING

Campus To be advised
Prerequisite(s) Nil
Content Assess own work; Determine quality of received materials, in accordance with boatbuilding enterprise standards and procedures; Participate in corrective action regarding faults and quality deviations in accordance with enterprise standards and procedures and scope of responsibility; Investigate causes of quality deviations, in accordance with enterprise standards and procedures and scope of responsibility.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG997 CUSTOMER SERVICE

Campus To be advised
Prerequisite(s) Nil
Content Receive and deal with internal customer enquiries; Respond to customer dissatisfaction; Respond to customer complaints in line with enterprise policy and procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG998 SMALL BUSINESS MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content List and describe the key factors in running a small business in the boatbuilding industry; Describe the financial and leal requirements of a small business operation; Develop a business plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH043 MULTIMEDIA DESIGN

Campus St Albans.
Prerequisite(s) To be advised
Content Explain the general principles of design; Discuss the application of design principles to multimedia products; Deconstruct the design of both the aesthetic and information flow of existing multimedia products; Establish and apply a critical design ethic in relation to multimedia products.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH044 DIGITAL IMAGING

Campus St Albans.
Prerequisite(s) To be advised
Content Use of digital technologies to acquire and store images; Compare vector drawing software and bitmap editing programs, and apply sound principles of design in their use; Solve Multimedia design issues using vector and bitmap packages and the ability to incorporate acquired images.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH045 WEB PUBLISHING AND COMMUNICATION 1

Campus St Albans.
Prerequisite(s) To be advised
Content Define standards and terminology associated with HTML and Web publishing in general; Identify system requirements. Create and convert Multimedia element files; Use appropriate tools and design structures to create web documents; Publish and maintain a suite of web pages; Use features of at least two Internet communication systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH046 INTERFACE DESIGN

Campus St Albans.
Prerequisite(s) To be advised
Content Identify and describe the key elements involved in human-computer interface design; Identify, describe and design the main user interaction and navigational requirements in typical applications; Detail the aesthetic and communicative issues surrounding screen and navigational design, with reference to industry-based example applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH047 MULTIMEDIA AUTHORING 1

Campus St Albans.

Prerequisite(s)
Content Discuss the integration of information and graphical design elements in terms of communication with an audience; Describe the major types of authoring software and their uses; Use the basic features of an industry standard authoring package; Use the scripting in a multimedia authoring package to set up and incorporate prepared multimedia elements into short interactive sequences. **Required** Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH048 2D ANIMATION FOR MULTIMEDIA

Campus St Albans.
Prerequisite(s) To be advised
Content Apply simple animation theory to a project; Use industry standard software for 2D animation; Use digital imaging software in conjunction with 2D animation software; Demonstrate an understanding of object motion and animation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH049 DIGITAL AUDIO/VIDEO 1

Campus St Albans.
Prerequisite(s) To be advised
Content Describe and identify common audio formats and use the software to play them; Create digital sound using at least two methods; Describe and identify common video formats and use the software to play them; Digitise video according to supplied specifications.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH050 MINOR MULTIMEDIA DEVELOPMENT PROJECT

Campus St Albans.
Prerequisite(s) To be advised
Content Quantify the requirements for a given Multimedia development project; Establish a development methodology for the project; Develop a small Multimedia application from given requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH051 MULTIMEDIA PROGRAMMING 1

Campus St Albans.
Prerequisite(s) To be advised
Content Use the tools provided by a program development environment to create a user interface that gives access to multimedia objects; Explain the concepts of objects and event driven programming, and manipulate object properties to change the appearance and functioning of graphical user interface objects; Use the basic syntax features of the chosen language to write simple instructions; Explain the concepts of sequence and selection and be able to implement both in the chosen language; Define and use variables of at least three different types; Implement repetition in the chosen language using the "while" (test before) loop; Use standard functions or methods to access the facilities of the chosen programming environment; Use complex logical structures.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBH052 MULTIMEDIA PROGRAMMING 2

Campus St Albans.
Prerequisite(s) To be advised
Content Create functions and/or methods; Use the principles of object orientated or structured design to develop a complex multimedia application from a problem specification; Use one dimensional arrays to store tables of data; Use a sequential file to store multiple text items; Use a sequential file to store records; Test programs to ensure that they meet specifications.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH053 MULTIMEDIA MICROCOMPUTER SYSTEMS

Campus St Albans.
Prerequisite(s) To be advised
Content Identify and describe the features of a typical end-user multimedia microcomputer; Install a GUI operating system, and intstall and run software applications from within the GUI environment; Use the features of a GUI with both keyboard and mouse; Manage files and directories on a microcomputer using a graphical disk management program to create, copy, delete, move, modify and rename files and directories; Manage documents sent to the printer, install, configure and configure printers, and connect to printers; Customise a GUI environment with regard to the desktop, hardware, memory and peripheral devices; Identify and describe the features of audio and video terminology; Build and test a microcomputer with multimedia features; Use a microcomputer to access the internet and obtain information from it.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH054 MULTIMEDIA COMMUNICATIONS

Campus St Albans.
Prerequisite(s) To be advised
Content Explain the general principles of data communication; Compare the characteristics and operation of various data communications media; Explain and use the features and standards associated with common network protocols; Explain and use the features of modems, and discuss relevant standards; Compare the major communication services available domestically and internationally; Use and discuss methods of wide area network multimedia applications, including such things as distance learning, video conferencing, telemedicine and interactive television; Discuss the features, protocols and standards of the World Wide Web; Design and build a simple LAN with connections to the World Wide Web and interactive multimedia capabilities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH055 FINANCIAL RECORD KEEPING AND JOB COSTING

Campus St Albans.
Prerequisite(s) To be advised
Content Identify the various kinds of financial information used in a small business and the need for that information; Prepare the major business documents that a small business would use; Compile and use a cash receipts journal; Compile and use a cash payments journal; Develop a debtors record system; Develop a creditors record system; Record and balance petty cash transactions for financial records using an imprest system; Reconcile bank statements with cash records; Define common costing concepts and use cost-volume-profit analysis in short-term decision making to solve a variety of problems; Calculate

and interpret basic ratios for analysing financial statements. **Required Reading** To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH056 ISSUES IN MULTIMEDIA

Campus St Albans.
Prerequisite(s) To be advised
Content Discuss the multimedia industry and its impact on society; Discuss the use of Multimedia applications in the home, education, entertainment and the workplace; Identify legal issues pertinent to the development and distribution of multimedia titles; Discuss employment issues in relation to the multimedia industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH057 MULTIMEDIA AUTHORING 2

Campus To be advised
Prerequisite(s) **To be advised**

Content Use a systematic planning and authoring process in the development of reasonably complex multimedia projects; Use the scripting language of an industry standard authoring package and effective interface design principles to construct complex interactivities into a multimedia product for a specified purpose and audience.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH058 INTRODUCTION TO 3D MODELLING AND ANIMATION

Campus To be advised
Prerequisite(s) **To be advised**

Content Create 3D models existing within a mathematically defined 3D space; Handle materials, textures, lights and cameras within a virtually defined environment competently, and control the various parameters which define their characteristics; Apply keyframe animation techniques to the 3D models, the camera, the lights and textures if required; Discuss object motion, linked object hierarchy motion and audience movement through a virtual 3D scene; Control rendering and playback parameters for various playback media; Design and manage basic 3D special effects.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH059 WEB PUBLISHING AND COMMUNICATION 2

Campus To be advised
Prerequisite(s) **To be advised**

Content Design and construct an image map from a supplied image and target urls; Construct simple and nested frames for use in a suite of Web documents: Construct and use fill-in forms to extract information from users of a Web page; Discuss and use server statistics and counters; Create a Web page with at least one working applet.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH060 DIGITAL AUDIO/VIDEO 2

Campus To be advised
Prerequisite(s) **To be advised**

Content Manipulate the content of audio files; Construct audio files and any associated files to suit at least two delivery options; Manipulate the content of video files; Construct video files and any associated files to suit at least two delivery options.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH061 MAJOR MULTIMEDIA DEVELOPMENT PROJECT

Campus To be advised

Prerequisite(s) **To be advised**

Content Describe the user requirements of a complex multimedia development project; Establish a development strategy for a complex multimedia development project, including a strategy for testing, trialling and implementation; Construct an action plan for a complex multimedia development project, specifying such things as required tasks, start dates, finish dates, resource requirements and personal responsibilities; Develop a complex multimedia product in accordance with a pre-determined development strategy and action plan, incorporating full client acceptance testing.
Required Reading To be advised
Nominal Hours 160 Hours
Assessment As per accredited curriculum

VBH062 DATABASE DESIGN, PROGRAMMING AND CONNECTIVITY

Campus To be advised
Prerequisite(s) Nil
Content Document the relationships between entities and the required standards for an information system; Apply normalisation techniques to create a set of normalised tables; Using an appropriate query language, develop and test scripts appropriate for data retrieval, data entry and queries in a relational database environment; Develop a front-end application for a relational database system; Develop a client/server model for multiple users to have controlled access to a networked relational database system.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH063 PROGRAMMING INTERNET APPLICATIONS

Campus To be advised

Prerequisite(s) **To be advised**

Content Describe and compare at least three programming environments (languages) suitable for Internet applications; Demonstrate the range of programming functions available within a selected Internet programming environment; Given a project brief, use a selected environment or language to develop an application that exploits Internet interactivity.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH064 INTRODUCTION TO ELECTRONIC COMMERCE

Campus To be advised
Prerequisite(s) Nil
Content Define and explain "electronic commerce" (e-commerce); Identify current trends and developments of electronic commerce in relation to SME's (Small to Medium Enterprises); Discuss global legal and security issues in relation to electronic commerce; Explain the importance of marketing strategies in relation to electronic commerce;

Demonstrate a practical understanding of electronic commerce technology and its implementation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH065 MULTIMEDIA PROJECT MANAGEMENT

Campus To be advised

Prerequisite(s) **To be advised**

Content Discuss the role project management plays in the development of a multimedia application; Select the most appropriate approach for managing the development of a multimedia application; Develop a plan for managing the resources (human, time, equipment and money) used in the development of a multimedia application; Use at least two tools or techniques that can assist in managing the development of a multimedia application; Plan and implement a testing schedule to operate throughout the development of a multimedia application; Plan and implement strategies to maintain quality in multimedia product development..
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH081 CAD FOR ELECTRICAL TRADE

Campus To be advised
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary to lay out electrical services in a domestic installation, using a CAD program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH082 SOLDER AND CRIMP FOR THE ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for soldering and crimping a variety of cables commonly used in the electrical trades.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH083 TEST INSTRUMENTS FOR THE ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for using test instruments in the electrical trades.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH084 COMMUNICATION SKILLS FOR ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for effective communication within the electrical trades.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBH085 FABRICATING FOR THE ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for working with building materials in the electrical industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH086 BUILDING MATERIALS AND SKILLS FOR ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for working with building materials in the electrical industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH087 INTRODUCTION TO ELECTRICAL TRADE

Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with an overview of the scope of work, academic requirements and industry bodies within the electrical trades industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH273 INTRODUCTION TO THE MUSIC INDUSTRY

Campus Sunbury.
Prerequisite(s) Nil
Content The aim of this module is to provide the learner with a broad overview of the structure and scope of the music industry, including the range and interrelationship of occupations and services which make up the industry. This is set against a review of contemporary popular music, both local and international, and an introduction to possible career options.
This module provides the basis for more in-depth study of particular aspects f the music industry in successive modules.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH276 ARTISTIC CONTENT AND EVALUATION

Campus Sunbury.
Prerequisite(s) Nil
Content The purpose of this module is to introduce learners t the styles, structure, sources, selection and production of music.
In addition, the module is designed to develop evaluative skills in assessing musical product.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH277 MUSIC TECHNOLOGY

Campus Sunbury.
Prerequisite(s) Nil

Content The purpose of this module is to introduce learners to the technology used in the music industry and to foreshadow future developments in this area. The module provides the knowledge and skills necessary for learners to make judgements related to the selection, use and/or purchase of music technology equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH286 WORK PLACEMENT

Campus Sunbury.
Prerequisite(s) To be advised
Content The purpose of this module is to provide learners with the opportunity to work in a selected area of the music industry to gain an appreciation of the type of work and day-to-day operations that occur in that area and an opportunity to acquire knowledge and skills in particular aspects of music business practice.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH330 DESIGN PRINCIPLES AND ELEMENTS

Campus To be advised
Prerequisite(s) To be advised
Content To develop the skills to resolve basic and more complex problems through the application of design principles and elements using appropriate technology and techniques.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH331 PRESENTING INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Instruction in verbal and written communication skills – reporting to clients, script writing and explaining production costs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH332 THEMATIC STUDIES IN ART AND DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills, knowledge and attitudes required to investigate the various influences on the development in art and design. To identify the relationship of contemporary art and design with themes, styles, techniques and technology.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH333 INTRODUCTION TO THE DESIGN PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skill to conceptualise, source and develop designs and imagery.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH334 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil

Content To identify, assess and control chemical, physical, psychological and biological hazards in the working environment.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH335 FOCUS ON INDUSTRY

Campus To be advised
Prerequisite(s) Nil
Content To allow participants to identify careers and pathways in industry through research, placement and/or visiting industry specialists.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH336 CONSUMER PSYCHOLOGY AND MARKETING

Campus To be advised
Prerequisite(s) To be advised
Content This module examines consumer behaviour towards design and covers motivation, emotion and perception. It also explores marketing opportunities for the distribution of art and design products and services.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH337 DRAWING

Campus To be advised
Prerequisite(s) To be advised
Content Students are encouraged to explore and develop individual approaches to sketching and rendering from observation.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH338 3D STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content Construction of 3D models for application within a 2 dimensional space for both print and screen based mediums.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH339 DESIGN PRINCIPLES AND ELEMENTS 2

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills, knowledge and attitudes required to further resolve and develop more complex visual communication through the application of design principles and elements.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH340 DESIGN LAW

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills to apply legal rights and responsibilities to design legislation and law.
Required Reading To be advised
Nominal Hours 16 Hours

Assessment As per accredited curriculum

VBH341 DESIGN AND THE ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content To provide learners with the skills to relate design of products and services with the environment.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBH342 COLOUR

Campus To be advised
Prerequisite(s) To be advised
Content To provide participants with the skills, knowledge and attitudes required to apply a basic knowledge of colour principles.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH343 ILLUSTRATION ELEMENTS AND TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Develops skills in drawing and illustration techniques.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH347 TYPOGRAPHY ELEMENTS AND TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Develops an appreciation in the practical use of type.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH352 INTRODUCTION TO PHOTOGRAPHY

Campus To be advised
Prerequisite(s) To be advised
Content This module provides a theoretical and practical introduction in both traditional and digital photography.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH354 INTRODUCTION TO COMPUTERS

Campus To be advised
Prerequisite(s) To be advised
Content Provides training at a basic skill level in current software programs.
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH393 MOTOR CONTROL FUNDAMENTALS

Campus Sunshine
Prerequisite(s) NUE054 Applied Electricity 2; NUE056 Applied Electricity 4; NBB02 Occupational Health and Safety (or equivalent)
Content The purpose of this module is to introduce motor control system concepts and to provide the learner with the ability to design, modify, test, operate and fault-find basic motor control circuits used to control three-phase AC squirrel cage induction motors.

Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH394 MOTOR CONTROL 1

Campus Sunshine
Prerequisite(s) VBH393 Motor control fundatmentals
Content The purpose of this module is to provide the learner with a knowledge of the principles of motor control and protection and the ability to design, connect, operate, test and fault-find complex industrial motor control systems designed to meet given specifications.
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH395 MOTOR CONTROL 2

Campus Sunshine
Prerequisite(s) NBB02 Occupational Health and Safety; VBH394 Motor Control 1
Content The purpose of this module is to provide the learner with knowledge of various aspects of motor control including automatic synchronous motor starting, soft starting, braking, motor drives and electronic motor control and protection relays (Motor Management Systems).
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH445 ORAL COMMUNICATION AND LISTENING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Listen to and extract the factual details from short talks on general subjects, use and respond to spoken language in short transactions in familiar contexts and communicate ideas and information.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH446 ACADEMIC WRITING 2

Campus To be advised
Prerequisite(s) To be advised
Content Write an opinion on a personal or familiar topic, write a short simple report or explanatory text on a personal or familiar topic and demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH447 ACADEMIC READING 2

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate that meaning has been gained from reading a simple explanatory or informative text on a personal or familiar subject, demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text on a familiar subject and demonstrate that meaning has been gained from reading a simple persuasive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH449 ORAL COMMUNICATION AND LISTENING SKILLS 3

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate meaning has been gained from oral texts which may include some unfamiliar aspects, can communicate ideas and information and extract main ideas and most details from sustained oral texts.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH450 ACADEMIC WRITING 3

Campus To be advised
Prerequisite(s) To be advised
Content Can identify, analyse and apply the practices of culture, write a short argumentative text expressing a point of view on a familiar subject and write a short report or explanatory text on a familiar subject.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH451 ACADEMIC READING 3

Campus To be advised
Prerequisite(s) To be advised
Content Identify and main arguments and supporting information/evidence in a short persuasive text, demonstrate that meaning has been gained from reading a persuasive or argumentative text and can collect, analyse and organise information.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH452 ORIENTATION TO STUDY IN HIGHER EDUCATION IN AUSTRALIA 3 (ELECTIVE)

Campus To be advised
Prerequisite(s) To be advised
Content Monitor own learning by, for example, adapting strategies to support learning and develop study skills, develop research and study skills and strategies and use library and other resources to locate information.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH453 ORAL COMMUNICATION & LISTENING SKILLS 4

Campus To be advised
Prerequisite(s) To be advised
Content Speak in a range of contexts related to further education, demonstrate an advanced level of fluency and accuracy in speaking, comprehend and take notes from information given orally.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH454 ACADEMIC WRITING 4

Campus To be advised
Prerequisite(s) To be advised
Content Write for a range of academic tasks, comprehend and make notes from material written in an academic register and demonstrate fluency and accuracy in writing for different purposes.

Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

VBH455 ACADEMIC READING 4

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate the ability to read and interpret a complex written text, identify requirements of written questions in a study context and demonstrate that meaning has been gained from reading a persuasive or argumentative text.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

VBH457 COMMUNICATION IN THE WORKPLACE 2

Campus To be advised
Prerequisite(s) To be advised
Content Participate in short transactions in familiar and predictable contexts, give and respond to instructions in order to complete a routine and familiar workplace task, demonstrate that meaning has been gained from short oral texts which may include some unfamiliar aspects and participates in group conferencing to make meaning of workplace forms.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH458 JOB SEEKING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Develop strategies to gather and evaluate information on employment opportunities and demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices and give information of a personal nature.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH459 LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 2

Campus To be advised
Prerequisite(s) To be advised
Content Use and respond to spoken language in short discussions to explore issues or solve problems on a personally familiar topic or issue and solve problems, demonstrate that meaning has been gained from reading a simple and instructional or transactional text on familiar workplace subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH460 AUSTRALIAN WORK ENVIRONMENT AND CULTURE 2

Campus To be advised
Prerequisite(s) To be advised
Content Can work with others and in teams, demonstrates that meaning has been gained from short oral texts and can identify, analyse, and apply the practices of culture.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH475 ORAL COMMUNICATION 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrates a developing ability to select relevant and predictable information from oral texts, demonstrates a developing ability to negotiate oral transactions related to familiar and predictable contexts and demonstrates speaking skills and strategies in contexts relevant to immediate needs and goals.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH476 LISTENING SKILLS 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate the ability to respond to a set of simple spoken instructions, demonstrate that meaning has been gained from short oral texts in predictable contexts and participate in short transactions in familiar and predictable context.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH477 WRITING SKILLS 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate a developing ability to write a short simple instructional text on a personal or familiar subject, demonstrates a developing ability to complete simple forms of a personally relevant nature, demonstrates develop of beginning writing skills and strategies and demonstrate a developing ability to write a host simple recount or expressive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH478 READING SKILLS 1

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate that meaning has been gained from reading a simple, instructional or transactional text on a personal or familiar subject, demonstrates a developing ability to read or locate specific information relating to familiar contexts in a simple visual or diagrammatic texts, locate specific information in everyday reference texts and make use of the information for real purpose and demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH482 ORAL COMMUNICATION 2

Campus To be advised
Prerequisite(s) To be advised
Content Participate in transactional oral communication, engage in a casual conversation with another person and demonstrate a developing ability to take up the responsibilities of a learner in a formal learning environment.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH483 LISTENING SKILLS 2

Campus To be advised

Prerequisite(s) To be advised
Content Can communicate ideas and information, demonstrate the ability to respond to a set of simple spoken instructions and demonstrate that meaning has been gained from short oral texts which may include some unfamiliar aspects.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBH484 WRITING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices, can identify, analyse, and apply the practices of culture and write a short simple recount, narrative or expressive text on a persona or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH485 READING SKILLS 2

Campus To be advised
Prerequisite(s) To be advised
Content Locate specific information in everyday reference texts and make use of the information for a real purpose, use a range of short formatted and informational texts relevant to own needs and demonstrate that meaning has been gained from a simple narrative recount or expressive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH843 AUSTRALIAN JAZZ

Campus Sunbury.
Prerequisite(s) VBB711 Introduction to Music Notation.
Content To develop an understanding of the rudiments of jazz and the development of jazz in Australia.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBH844 AUSTRALIAN CLASSICAL MUSIC

Campus Sunbury.
Prerequisite(s) VBB711 Introduction to Music Notation.
Content To provide learners with an understanding of the development of classical music in Australia through analysis of contemporary works.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBH845 MUSIC THEORY/MUSICIANSHIP 2

Campus Sunbury.
Prerequisite(s) VBH965 Music Theory/ Musicianship 1.
Content To provide learners with an understanding o the language of music to assist in the reading, composing and arranging of music.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH846 MUSIC THEORY/MUSICIANSHIP GRADE 3

Campus Sunbury.
Prerequisite(s) VBB711 Introduction to music notation.

Content To provide learners with an understanding o the language of music to assist in the reading, composing and arranging of music.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH850 PRINCIPAL STUDY - GRADE 3

Campus Sunbury.
Prerequisite(s) If completing Principal study- Grade 3, students must be at Grade 2 AMEB standard.
Content To enable learners to perform competently on a second instrument.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH851 PRINCIPAL STUDY - GRADE 4

Campus Sunbury.
Prerequisite(s) Performance level at Grade 3 AMEB, ANZCA or Trinity.
Content To enable learners to perform competently on the principal instrument at their appropriate level.
The level is designated by any recognized examination body such as AMEB, ANZCA or Trinity.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH959 AUSTRALIAN FOLK MUSIC

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with a knowledge of folk music styles in Australia.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBH960 WORLD MUSIC IN AUSTRALIA

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with a knowledge of world music and its development in Australia.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBH961 BUILDING SELF ESTEEM

Campus Sunbury.
Prerequisite(s) Nil
Content To develop strategies to build learner's self-esteem.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VBH964 DANCE, RAP AND TECHNO MUSIC

Campus Sunbury.
Prerequisite(s) Nil
Content To provide learners with an understanding of the social and musical development of dance, rap and techno music.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBH965 MUSIC THEORY/MUSICIANSHIP 1

Campus Sunbury.
Prerequisite(s) VBB711 Introduction to music notation.
Content To provide learners with an understanding of the language of music to assist in the reading, composing and arranging of music.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBJ064 INTRODUCTION TO E COMMERCE

Campus To be advised
Prerequisite(s) To be advised
Content Electronic commerce; current trends and developments of electronic commerce in relation to Small to Medium Enterprises; global legal and security issues; electronic commerce technology and its implementation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ098 PUBLIC RELATIONS INDUSTRY AND THE AUSTRALIAN MEDIA

Campus To be advised
Prerequisite(s) To be advised
Content Broadcast, print and mass media in Australia; Other major mass media in Australia; Mass media philosophies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ206 IDENTIFY POTENTIAL CLIENTS AND PROVIDE ADVICE ON SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Source potential client; Provide information and advice to the potential client
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Open client file, take instructions and provide required legislative information; Consult appropriate specialist(s); Obtain, prepare and manage legal documentation; Maintain communication with the client; Identify and apply legal ethics and practice.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBJ208 MANAGE LEGAL PRACTICE OPERATION RESOURCES

Campus To be advised
Prerequisite(s) VBD235 Law of contract; VBD233 Law of evidence; VBD238 Legal process; VBD237 Law of torts; VBD236 Property law; VBD228 Commercial law; VBJ206 Identify potential clients and provide advice on services; Practice in an area of legal interest.
Content Manage the recruitment and development of base level legal and clerical staff; Supervise and monitor base level legal and clerical staff.
Required Reading To be advised
Nominal Hours 51 Hours

Assessment As per accredited curriculum

VBJ217 INTRODUCTION TO ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Definition of advertising; forms, methods and media for advertising; the role, function and purpose of advertising; influences on advertising including language, region, country, culture, socio-economic; develop an advertising campaign from client brief to media launch; success or failure of the best-known international advertising campaigns; future of advertising in terms of new technology, new markets and new media options.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ218 FOCUS ON THE ADVERTISING INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content The history of the advertising industry; specialised job functions within a major national advertising agency; relationship between an advertiser, their agency, the media and the end consumer; how an advertising agency earns its revenue, the economic constraints under which agencies operate; the financial structure of the advertising industry and advertising budgets.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ219 THE MARKETING CONCEPT FOR ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content The evolution of the marketing concept; components of the strategic plan and the marketing plan; marketing information systems; an organisation's macro (external) and micro (internal) environments; the significance of consumer behaviour; the changing orientation of brand management; the bases for market segmentation; the significance of industrial markets and industrial buying behaviour; elements of the marketing mix and the core of an 'organisation' marketing system.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ220 CREATIVE AND PRODUCTION ELEMENTS IN ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content How radio commercials and sound tracks are produced, costs involved and the role of production personnel; television and cinema commercial production process, costs in involved and the role of production personnel; print production process costing procedures and the role of production personnel; website development processes, costs involved and the role of production personnel.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ221 INTRODUCTION TO ADVERTISING MEDIA

Campus To be advised
Prerequisite(s) To be advised
Content Various media in the advertising industry; how the media industry is structured; purposes of media planning; individual media for

specific advertising purposes: television (free to air and cable), radio, websites, newspapers, magazines, outdoor transit, direct mail including e-mail, specialities and miscellaneous, point of sale, e-commerce; prepare cost and compare media schedules and outline booking procedures.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ222 INTRODUCTION TO COPY AND DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Outline the work done within a Creative department; procedures followed by a creative group upon being given a brief; how television commercials are written and designed; how radio commercials are written and designed; how print advertisements are written and designed; how website and e-commerce advertisements are written and designed; how outdoor and transit advertisements are written and designed; designing packaging and in-store displays; copy and design elements prior to the production process.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ225 INTRODUCTION TO MARKET RESEARCH FOR ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Market research in the field of advertising; processes of marketing analysis, market research, market intelligence, and marketing information system; methodologies and related software packages used in marketing analysis, market research, marketing research, market intelligence and information systems; the uses of marketing analysis, market research, marketing research, market intelligence and information systems.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ226 CONSUMER DECISION MAKING FOR ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content The consumer as a decision maker and product user; collective decision making as practised in families and groups and companies; how group influences and opinion leaders can affect decisions via social influences, social comparisons, reference groups and word of mouth communications; how socio-economic factors influence consumption patterns and behaviours; culture and subculture as market segments; innovation and diffusion process in the market place; globalisation on the Australian consumer of the 21st century.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ227 SOFTWARE APPLICATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Select appropriate software for a range of tasks; produce a complex document; apply a broad range of software package functions.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBJ228 COMMUNICATION WITHIN THE ADVERTISING WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Present a document relevant to a specified task; deliver an oral presentation; establish a working relationship with a client; plan for the maintenance of a working relationship with a client; negotiate to achieve an agreed outcome; plan and conduct an interview to achieve the specified purpose; organise a structured meeting; conduct a structured meeting; take minutes of a structured meeting.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ300 ACTING 1

Campus To be advised
Prerequisite(s) Nil
Content Analyse and critically evaluate a range of performance styles; Analyse major methods of acting; Select an acting method, apply to a character in a script in rehearsal; Perform a short monologue.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VBJ301 VOICE 1

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a vocal warm up technique; Analyse the vocal techniques of major theorists; Demonstrate vocal techniques of a major theorist; Demonstrate vocal techniques by performing script.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ302 MOVEMENT 1

Campus To be advised
Prerequisite(s) Nil
Content Demonstrate a warm-up routine; Perform a short sequence which demonstrates kinaesthetic awareness; Perform a short sequence using movement in response to stimuli such as language, music, text, sound and mask; Analyse and evaluate Twentieth Century movement styles and techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ303 IMPROVISATION 1

Campus To be advised
Prerequisite(s) Nil
Content Compare and contrast improvisation in traditional and contemporary theatre; Demonstrate a range of improvisation techniques; Apply improvisation techniques in story writing; Apply improvisation techniques to character development.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ304 AUSTRALIAN THEATRE

Campus To be advised
Prerequisite(s) Nil
Content Analyse the development of Australian theatre; Analyse and evaluate a range of productions of Australian theatre; Write a submission to a funding organisation for an Australian theatre

production; Identify the vocational opportunities in Australian theatre and write a resume for a selected company.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ305 AUSTRALIAN COMMUNITY THEATRE

Campus To be advised
Prerequisite(s) VBJ304 Australian Theatre
Content Analyse the development of community theatre, festivals and events in Australia; Identify the origins, development and current practices of a small theatre company, community festival or event; Analyse a range of community theatre performances, festivals or events; Identify the vocational opportunities in community theatre.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ306 SCRIPT WRITING

Campus To be advised
Prerequisite(s) Nil
Content Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ308 CIRCUS SKILLS

Campus To be advised
Prerequisite(s) Nil
Content Develop and perform a warm up routine for circus work; Demonstrate a range of basic circus routines; Select a set of circus skills, apply to a character in rehearsal; Demonstrate a range of circus skills in performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ310 PUPPETRY

Campus To be advised
Prerequisite(s) Nil
Content Design and construct a puppet for a specific event; Manipulate puppet in performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ311 ACTING 2

Campus To be advised
Prerequisite(s) VBJ300 Acting 1
Content Select, rehearse and perform a duologue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ312 VOICE 2

Campus To be advised
Prerequisite(s) VBJ301 Voice 1
Content Perform a vocal technique of a major theorist; Analyse and evaluate the vocal technique of f major theorist; Conduct a vocal warm up for a group; Apply vocal techniques to a script in a performance.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ313 MOVEMENT 2

Campus To be advised
Prerequisite(s) VBJ302 Movement 1
Content Design and perform a warm up routine; Perform a solo work using a range of movement motifs; Create a unified composition using a personal movement vocabulary; Compare and constrast the work of two major Twentieth Century choreographers or physical theatre directors.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ314 IMPROVISATION 2

Campus To be advised
Prerequisite(s) VBJ303 Improvisation 1
Content Interpret a given text using improvisation techniques; Apply improvisation techniques to the interpretation of a character; Apply improvisation techniques in production of a play.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ316 MUSIC IN PERFORMANCE

Campus To be advised
Prerequisite(s) Nil
Content Analyse the role of music in a range of performance contexts; Develop and perform a musical piece to accompany a performance using percussion instruments.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ356 MARKETING CHANNELS AND LOGISTICS

Campus To be advised
Prerequisite(s) To be advised
Content Effective and efficient marketing channels; design and development of marketing channels and potential sources of channel conflict; logistics and the marketing strategic plan; operation of the transport function and warehousing, materials handling and packaging; effective inventory management; management of the logistics function.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

VBJ357 EMARKETING

Campus To be advised
Prerequisite(s) To be advised
Content EMarketing techniques in different marketing situations; EMarketing strategies for market and competitive situations; electronic marketing resources; commercially available EMarketing tools and service providers; website design structures and techniques; order processing and shipment systems required for a successful EMarketing operation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBJ358 INTRODUCTION TO HUMAN RESOURCES

Campus To be advised
Prerequisite(s) To be advised

Content The role of the human resource practitioner in the current workplace; Legislation relevant to the human resource function in an organisation; Compare human resources and industrial relations; Strategic human resource function and the operational human resource function; Career opportunities in human resources.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBJ359 PLAN AND ORGANISE TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Plan training program/s; Determine program/s resources; Promote training program/s; Co-ordinate training program/s; Deliver one-on-one training; Maintain training records to meet organisational requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ360 INTRODUCTION TO EMPLOYMENT LAW

Campus To be advised
Prerequisite(s) To be advised
Content Sources of employment law; Fundamentals of an employment contract; Contracts of employment; Various means of discharging an employment contract; State and federal equal opportunity and anti discrimination legislation and its impact on organisational procedures and policies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ361 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content OH&S legislation; Obligations and responsibilities of the employer and employee under the legislation; The role and responsibilities of the workers compensation authority; The implementation of OH&S legislation in organisations; Sources of information on OH&S legislation and its implementation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ362 INDUSTRIAL RELATIONS/EMPLOYMENT RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Current workplace industrial relations/employment relations issues; The theoretical system framework; The preparation of agreements within the current human resources climate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ363 LEGAL CONTEXT IN HUMAN RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Law of negligence on the organisations human resource practitioner; Of negligence on the organisations human resource function; Recommend procedures to satisfy the requirements of the legislation.
Required Reading To be advised
Nominal Hours 40 Hours

Assessment As per accredited curriculum

VBJ364 INDUSTRY PROJECT – HUMAN RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Identify a human resources related problem or opportunity within the participant's organisation or another organisation; Research and select a human resources problem opportunity; Set quantifiable objectives; Formulate a detailed action plan; Document the plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ369 COMPETENCY ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content Conduct competency audit, prepare competency portfolio.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBJ370 CAREER PLANNING & SKILLS ASSESSMENT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a personal plan; conduct a self-assessment for Recognition of Prior Learning; prepare a personal resume; develop a job search and job interview strategies.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ373 PRODUCTIVITY AND WORK METHODS IMPROVEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Productivity and operations management; Industrial engineering and work study; Selection and recording; Critical examination and development of improved methods.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ374 RESOURCE REQUIREMENT PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Resource requirements planning; Plant manufacturing capacity; Material Requirements Planning (MRPI); Capacity requirements planning.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL

Campus To be advised
Prerequisite(s) To be advised
Content Forecasting techniques; The production plan; Scheduling shop floor operations; Computerised scheduling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES

Campus To be advised
Prerequisite(s) To be advised
Content The principles of supply chain management; Requirements for a successful supply chain; Perform a range of Economic Order Quantity (EOQ) calculations; Perform a range of ordering calculations; Explain the Pareto Principle; Demonstrate the principles of Manufacturing Resources Planning (MRPII).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Strategies to manage and ensure smooth workflow in a warehouse environment; Alternative materials handling systems; Current trends and issues in warehouse systems; Technology and operations; Strategies for managing systems in a warehouse environment; Analyse the inventory control system of a warehouse organisation; Stock location system used in a warehouse organisation and improvements that could be made; The picking system used in a warehouse organisation and improvements that could be made; Analyse the dispatch and transport system of a warehouse organisation and participate in the development and evaluation of new systems.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ382 PREDETERMINED MOTION TIME STANDARDS SYSTEMS

Campus To be advised
Prerequisite(s) To be advised
Content Introduction to predetermined motion time standards system; Methods Time Measurement (MTM); Master Standard Data (MSD) or Modular Arrangement of Predetermined Time Standards (MODAPTS); Alpha-Mnemonic coding systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ383 FACILITY LAYOUT & WORKPLACE DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Facility layout and workplace design; How layout techniques are used to improve existing facilities; Assess a range of work environments to determine the need for redesign; re-layout or work redefinition; Explain the relationship between work, worker and the workplace on humans and productivity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ384 PROJECT MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Network analysis approaches to project planning; Establish the critical path by doing the forward and backward passes and compute the table of floats and allocation of resources; The similarities and differences of other network systems; PERT (Project Evaluation and Review Technique); Basic processes involved in the management of a project after the planning phase; Design the project; Cost the project; Outline project organisation; Schedule the project.
Required Reading To be advised

Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Computer operating systems; Commercially available software packages applicable to operations management; Use software packages for a range of operations management applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ387 MAINTENANCE MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content The rationale approach to repair programs; Principles and practices underpinning preventative maintenance strategies; Principles and practices underpinning predictive maintenance strategies; Systems concept of machinery and equipment reliability and failure; Principles and practices of sound maintenance management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ389 STATISTICAL & ESTIMATING TECHNIQUES

Campus To be advised
Prerequisite(s) To be advised
Content Calculations using the activity sampling technique, in management investigations; Calculations using the group timing technique for setting time standards; Calculations dealing with machine interference; Types of standard data systems that may be developed and installed.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ391 INDUSTRY PROJECT/PRACTICUM

Campus To be advised
Prerequisite(s) To be advised
Content Apply the relevant knowledge and practical skills to perform a range of operations management functions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ392 DEVELOP AN ENVIRONMENTAL PLAN

Campus To be advised
Prerequisite(s) To be advised
Content An environmental plan; Development of an environmental plan; Resource requirements for an environmental plan; Evaluate environmental assets, activities, challenges and opportunities; Present an environmental plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ403 BUSINESS STATISTICS FOR ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare, plot and interpret data for visual presentation and identify problems associated with visual presentation; calculate the measures of central tendency from grouped data and estimate

ungrouped data; calculate the common measures of dispersion from grouped and ungrouped data; measure the nature and degree of the relationship between two variables and represent this relationship by a linear equation; elementary probability concepts and the main features of a normal distribution probability curve; sampling to public and private enterprises; index numbers commonly used in the Australian business sector; four basic measures in a time series analysis.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ404 LAW OF ADVERTISING 1

Campus To be advised
Prerequisite(s) To be advised
Content Historical origins of commercial law; tortious liabilities; legislative and other controls in misleading and deceptive conduct or bait advertising; legislative controls of gaming, raffles, market games and competitions; legislative controls of gift promotion and trading stamp promotions in Victoria.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBJ405 ADVERTISING MEDIA PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content Media plans and rationales presented to advertisers; uses of media research; how sales promotion, direct marketing, retail, service, e-commerce, 'below the line' and trade advertising can be used within a campaign.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ406 ADVERTISING INDUSTRY ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Participate as an effective member of an office/workplace in an advertising, marketing or public relations environment while under supervision.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBJ407 ADVERTISING CAMPAIGN STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content Elements of an effective advertising campaign; consumer needs and wants in the design of new products; marketing strategy to launch new products; an advertising campaign to launch the new product service; strategies to maximise distribution of the product/service for the retail environment; methods of evaluating the effectiveness of an advertising campaign; identify reasons for the success of an advertising campaign using case histories.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ408 STRATEGIC ADVERTISING AND MARKETING PLANNING

Campus To be advised
Prerequisite(s) To be advised
Content The nature of advertising planning; define the strategic decision making process; define the tools used in advertising planning;

undertake an element of market investigation or research with the view to using this in an advertising plan; present an advertising plan.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ409 COSNUMER BEHAVIOUR CONCEPTS FOR ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Consumer behaviour concept; the role of consumer behaviour in developing advertising strategy; the motivational process on consumers and the role of innate and acquired needs; the perceptual processes and how they can be adapted to modern marketing and communications; behavioural and cognitive learning theories and the influences on communication objectives and marketing strategies; demonstrate knowledge of perspectives on the self and how these perspectives may influence consumption patterns; attitudes and how they may be useful predictors of future behaviour.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ410 WORKING RELATIONS MANANGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop strategies and act to establish and maintain the trust and support of subordinates; develop strategies and act to establish and maintain the trust and support of your immediate manager(s); establish and maintain effective work relationship with peers and colleagues; possible causes of conflict in the workplace; deal with specified conflict in the workplace; use communication skills that facilitate constructive responses to conflict in the workplace; strategies to establish and maintain a work team; use appropriate communication skills to enable a work team to achieve its goals.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ411 LAW OF ADVERTISING 2

Campus To be advised
Prerequisite(s) To be advised
Content Explain the formation and termination of contracts; basic Common Law and legislative controls in the law of insurance; the law in relation to negotiable instruments; common law as to agency and bailment and rights and duties and obligations of the parties; the main legislative provisions giving copyright protection, materials which may be the subject of a copyright, and remedies for a breech; common law interpretation of proprietary rights in intellectual and industrial property; Trade Marks Act, the Design Act and the system of registration required under each Act; Patents Act, the system of registration, types of interventions; Trade Practices Act.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ412 SMALL BUSINESS MANAGEMENT 1

Campus To be advised
Prerequisite(s) To be advised
Content Examine options for legal structure of advertising businesses; statutory and regulatory requirements for advertising businesses; discuss rights to products and services in advertising.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBJ414 ADVERTISING CAMPAIGN MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Personal attributes from a person employed in the role of a account executive; job function and responsibilities of an advertising agency account executive; timelines for the delivery of client requested work; budget guidelines for production of a range of client requests for service; devise an integrated communication strategy; develop a strategic plan for an advertising campaign; the importance of team building, within the agency environment and the client; the role of an account executive in developing new business for the agency; key advertising decision maker as applied to different sizes of client; the importance of lateral thinking in the role of an account executive; appropriate ethics for a person employed in the role of account executive.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ415 ADVERTISING PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Examine a client brief; needs and wants of a specified target market; marketing communications strategies to satisfy an advertising brief; demonstrate presentation skills; evaluate alternative strategies.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ416 ORGANISATIONAL BEHAVIOUR WITHIN THE ADVERTISING INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content Organisational culture in the workplace and how these impact on organisational outcomes; motivational strategies to achieve individual, team and organisational goals; the nature and types of power, influence and leadership in organisations; the concepts of ethics to working in an organisation; explain the relationship of perception and attitudes to organisational behaviour and describe influences on job satisfaction; management of change to achieve organisational goals.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ417 SMALL BUSINESS MANAGEMENT 2

Campus To be advised
Prerequisite(s) To be advised
Content Business goals and objectives for an advertising business; analyse a business plan for an advertising business.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

VBJ418 INTERNATIONAL ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content The international advertising concept and Australia's current international standing; how international advertisers examine opportunities and threats; how the basic market mix can be adapted for international advertising; methods of entering an international market place and the influences on an appropriate selection; elements of culture as they apply to international advertising; international advertising planning.
Required Reading To be advised

Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ419 CULTURE AND DIVERSITY IN ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Culture and diversity that apply to advertising; global advertising and culturally local advertising; national character and its role in advertising communication and imagery; define dominant cultural values.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ422 SERVICES ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Services marketing/ advertising; the framework for services marketing/ advertising; examine types of service marketing/ advertising strategies; plan the creation and delivery of a range of services; develop pricing strategies; appropriate methods to communicate and promote services; customer service functions; management's role in ensuring an ongoing commitment to the improvement of service quality and productivity; methods for organising and implementing the marketing effort; strategies for the advertising of services internationally.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ423 MARKETING PUBLIC RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content The role, functions and techniques performed by contemporary public relations professionals; co-ordination between marketing and public relations functions; marketing public relations; inter-relationships between public relations and advertising functions; the MPR plan and describe how it supports the marketing objectives and strategies.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ424 DIRECT RESPONSE TO SALES PROMOTION

Campus To be advised
Prerequisite(s) To be advised
Content The role that response driven marketing techniques play in today's marketing environment; the fundamental importance of an offer to response driven advertising; communication and advertising channels available to response marketers; plan and develop a database to support response driven advertising strategies; write and implement an effective and well-planned response driven advertising strategy.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ425 CONCEPT DEVELOPMENT FOR ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Creative and critical approaches to problem solving and conceptualising a brief; resourceful and manipulative skills to different media; meet deadlines when developing concepts.
Required Reading To be advised

Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ426 COPYWRITING AND ART DIRECTION

Campus To be advised
Prerequisite(s) To be advised
Content Creative writing skills and fluency of the English language; advertising copywriting functions to reach specific target audiences; how advertising mediums influence writing style; visual components of advertisements and commercials.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ427 MULTIMEDIA IN ADVERTISING

Campus To be advised
Prerequisite(s) To be advised
Content Electronic components of multimedia; the scope of multimedia; features and functions of multimedia operating systems; multimedia script formats and processes; use scripting techniques to create a multimedia production script; web pages with multimedia.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ577 INTRODUCTION TO PUBLIC RELATIONS 1

Campus To be advised
Prerequisite(s) To be advised
Content Define, outline and explain the historical development of public relations; Public relations in business, government and other institutions; Functions performed by public relations professionals; Public relations planning for the organisation; Theories and processes of communication; Internal public relations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ578 INTRODUCTION TO PUBLIC RELATIONS 2

Campus To be advised
Prerequisite(s) To be advised
Content Operating procedures of Public Relations organisations; Stages of the public relations program; Structure, roles and techniques used in various media; Categories of media; Develop programs for special events; Techniques used in 'issues management' and 'crisis Public Relations'; speech presentation; Interrelationships between public relations and advertising functions.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ579 TECHNIQUES FOR PRODUCTION

Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate an understanding of print layout; Applications and functions of desktop publishing; Elements of an in-house newsletter and annual report; Uses of photographs, line drawings and cartoons in print publications; Processes used in printing; Audio-visual and film production and scripting.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBK156 INDUCTION

Campus To be advised

Prerequisites Nil
Content To provide learners with an introduction to the training organisation. This includes the expectations of individuals and the range of facilities and services available. This module helps participants examine the personal arrangements they will need to make in order to take part in the training program.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment To be advised

VBK157 INDIVIDUAL VOCATIONAL PLAN

Campus To be advised
Prerequisites Nil
Content To provide learners with the skills to develop an individual transition plan to maximise development throughout the course and to plan for exit.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment To be advised

VBK158 INTERPERSONAL COMMUNICATION SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with interpersonal and conversational skills.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK159 WORKPLACE COMMUNICATION SKILLS

Campus To be advised
Prerequisites VBK158 Interpersonal Communication Skills
Content To provide learners with the skills to perceive and respond to social situations approximately thereby increasing their ability to obtain and maintain employment and develop meaningful relationships.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK160 TEAM WORK

Campus To be advised
Prerequisites VBK158 Interpersonal Communication Skills
Content To provide learners with the skills and confidence to participate effectively as members of a team.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK161 PERSONAL MANAGEMENT SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with the skills and tools for applying personal independence in everyday situations.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment To be advised

VBK162 COMMUNITY SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with the knowledge and skills to use facilities and technologies in order to participate more fully in their communities.
Required Reading To be advised

Nominal Hours 95 Hours
Assessment To be advised

VBK163 CAREER PLANING

Campus To be advised
Prerequisites Nil
Content To develop personal organisation and job search skills.
Required Reading To be advised
Nominal Hours 80 hours
Assessment To be advised

VBK164 WORKPLACE EDUCATION

Campus To be advised
Prerequisites Nil
Content To provide learners with a variety of experiences in work settings in order to assess aptitudes, develop interests and to refine skills, work attitudes and behaviours.
Required Reading To be advised
Nominal Hours 300 Hours: Class contact – 60 Hours, Placement – 240 Hours
Assessment To be advised

VBK165 VOCATIONAL ELECTIVES

Campus To be advised
Prerequisites Nil
Content To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.
Required Reading To be advised
Nominal Hours 400 Hours
Assessment To be advised

VBK382 COMPUTER SKILLS FOR WRITERS & EDITORS

Campus: To be advised
Prerequisite: Nil
Content: the purpose of this module is to develop skills in the use of word processing packages and the electronic transfer of information in relation to the industry requirements for writers and editors.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK383 EDITING 1A

Campus: To be advised
Prerequisite: Nil
Content: the purpose of this module is to develop skills in analysis and use of English grammar and vocabulary.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK384 EDITING 1B

Campus: To be advised
Prerequisite: VBK383 Editing 1A
Content: The purpose of this module is to build on the skills which were introduced n Editing 1A. It also outlines the correct use of punctuation and the process for analysing and using appropriate writing styles.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK385 INTRODUCTION TO FICTION WRITING 1

Campus: To be advised
Prerequisite: Nil
Content: the purpose of this module is to introduce learners to a range of fiction writing forms, and to develop and apply basic fiction writing skills of construction and criticism.
Required Reading: to be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK386 SCRIPTWRITING 1A

Campus: To be advised
Prerequisite: Nil
Content: the purpose of this module is to introduce learners to the various modes of scriptwriting, to develop skills in the construction of performance pieces and to produce live performance material.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK387 SCRIPTWRITING 1B

Campus: To be advised
Prerequisite: VBK386 Scriptwriting 1A
Content: The purpose of this module is to further develop the skills of scriptwriting introduced in Scriptwriting 1A. This module focuses on film and television scriptwriting and the development of a major project in any area of scriptwriting.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop skills in writing and marketing for young children in the area of picture story books. It introduces the works of various children's writers and examines the techniques of writing, presenting and marketing fiction and non-fiction materials for children.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B

Campus: To be advised
Prerequisite: VBK388 Writing for Children (Young Readers) 1A
Content: The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children (Younger Readers) 1A, with focus on the junior novel or equivalent younger reader material.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1Point
Assessment: As per accredited curriculum

VBK390 WRITING FOR RADIO

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop skills in producing content/copy, radio news, drama and magazine style programs.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point

Assessment: As per accredited curriculum

VBK392 LITERATURE FOR WRITERS A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop the awareness and analysis of the historical and critical context of a chronological range of literature, and to develop own writing through exploration of writing of contemporary Australian writers.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK393 LITERATURE FOR WRITERS B

Campus: To be advised
Prerequisite: VBK392 Literature for Writers A
Content: The purpose of this module is for the participants to further develop an awareness and analysis of the historical and critical context of a chronological range of literature, and to develop an overview of contemporary writing other than Australian in relation to their own writing.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK394 PHOTOGRAPHY FOR WRITERS

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop preparation and presentation of photographic material for illustration of book or article.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK395 ROLE OF THE EDITOR

Campus: To be advised
Prerequisite: VBK383 Editing 1A
Content: The purpose of this module is to outline the purpose of editing, the techniques involved and the tools which are used to facilitate the process.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK396 ADVANCED SCREENWRITING PROJECT 2

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop a screenwriting project into a format suitable for marketing. The project will be developed from either an initial screenwriting project or another writing/performance project which could be marketed in the screenwriting industry.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK397 AUTHORING A MULTIMEDIA PRODUCT 2

Campus: To be advised
Prerequisite: VBK406 Writing an Interactive Multimedia Sequence 2
Content: To author a multimedia product using an industry standard authoring tool.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK398 INDUSTRY OVERVIEW 2

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop a deeper knowledge of the industry in relation to future employment and freelance skills, legal and business requirements and links to professional associations and networks.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK399 LITERARY NON FICTION PROJECT 2

Campus: To be advised
Prerequisite: VAE272 Non Fiction 1A; VAN037 Non Fiction 1B; VBK385 Introduction to fiction writing 1 (or equivalent)
Content: the purpose of this module is to identify principals and techniques involved in the writing of extended literary non fiction projects.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK400 POETRY 2A

Campus: To be advised
Prerequisite: VAE831 Poetry 1A & VAN043 Poetry 1B
Content: The purpose of this module is to identify a range of performance poetry opportunities and techniques, and develop poetry material for publishing.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK401 POETRY 2B

Campus: To be advised
Prerequisite: VBK400 Poetry 2A
Content: The purpose of this module is to develop poetry material for song lyrics and present poetry for publication
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK402 SCREEN WRITING 2A

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to develop the skills required to orientate and develop an extended project of a screenplay for fiction or non-fiction, and to examine preparation of proposal and synopses.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK403 SCREEN WRITING 2B

Campus: To be advised
Prerequisite: VBK402 Screen writing 2A. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to further develop the extended screenplay writing 2A, with emphasis on preparation for submission.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK404 WRITING FOR CHILDREN (OLDER

READERS) A

Campus: To be advised
Prerequisite: Nil. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop skills in writing and marketing for older readers in the children's market. It develops the longer works such as juniour novels for 8-10 age group and the 10-13 age group.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK405 WRITING FOR CHILDREN (OLDER READERS) B

Campus: To be advised
Prerequisite: VBK404 Writing for Children (Older Readers) A. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop the skills in writing and marketing for older readers in the children market.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2

Campus: To be advised
Prerequisite: VBK382 Computer skills for Writers & Editors 1; VBK391 Internet Skills for Writers & Editors; VAC412 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B
Content: To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK593 DESIGN (MANUAL/ELECTRONIC)

Campus To be advised
Prerequisites To be advised
Content Interpreting job specifications, preparation of comp room (layout) and visuals; Copy evaluation; Copy fitting and mark-up; Principles of layout and decision; Colour applications; Practical-creative design; Margins; Texture; Presentation techniques.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment To be advised

VBK594 INTRODUCTION TO MULTIMEDIA

Campus To be advised
Prerequisites To be advised
Content The function of the net; Surfing and browsing on the net; Basic HTML; Basic page construct; Creation of graphics and text links; Graphic compression files; Tabulation; Web page design and realisation; An evaluation and appreciation of home pages; A comparison between traditional print methods and cyberspace; Idustry introduction in the Web field.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment To be advised

VBK613 ADVERTISING AND SALES PROMOTION

MANAGEMENT

Campus To be advised
Prerequisite(s) NMRK401.
Content Effective promotional plans; Nature and scope of promotion and its role in the marketing mix; Advertising and promotion industry; Effective strategic advertising or promotional brief.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBS633 DRAWING FOR ILLUSTRATIONS

Campus To be advised
Prerequisite(s) Nil
Content Draw using specialised tools and equipment for illustration.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS635 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to identify, assess and control chemical, physical, psychological and biological hazards in the working environment.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS636 BUSINESS PRACTICES

Campus To be advised
Prerequisite(s) Nil
Content Skills, knowledge and attitudes required to start or run a small business relevant to the art/design industry.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS637 FOCUS ON INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to allow participants to identify careers and pathways in industry through research, placement and/or visiting specialists.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VBS638 DESIGN PRINCIPLES AND ELEMENTS

Campus To be advised
Prerequisite(s) Nil
Content To provide participants with the skills, knowledge and attitudes required to resolve visual communication problems through the application of design principles and elements.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS639 CONTEMPORARY ART STUDIES LEVEL 1

Campus To be advised

Prerequisite(s) Nil
Content To analyse contemporary art and/or design movements/directions including public art, hybrid art, multimedia and computer generated art.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS640 COMPUTER AIDED DESIGN

Campus To be advised
Prerequisite(s) Nil
Content Basic computer operations using industry-relevant hardware and software applications.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS641 DRAWING

Campus To be advised
Prerequisite(s) Nil
Content To provide participants with the skills, knowledge and attitudes required to create sketches and drawings both from observation, and through the process of conceptualisation.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS642 LIFE DRAWING

Campus To be advised
Prerequisite(s) Nil
Content Use a range of drawing methods and selected materials to draw the human figure from observation within specified pose times, translating structure and preparation into an expressive form on a 2D drawing surface.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS643 PHOTOGRAPHY

Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide the participants with a theoretical and practical introduction to photography.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS644 DRAWING LEVEL 2

Campus To be advised
Prerequisite(s) VBS641 Drawing.
Content To use drawings and sketches to represent imagery, express ideas, and explore themes.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS645 DRAWING LEVEL 3

Campus To be advised
Prerequisite(s) VBS644 Drawing Level 2.
Content To extend students' knowledge of drawing and drawing mediums and techniques, and to apply these concepts to a major area of study.
Required Reading To be advised
Nominal Hours 48 Hours

Assessment As per accredited curriculum

VBS646 DRAWING LEVEL 4

Campus To be advised
Prerequisite(s) VBS644 Drawing Level 2, VBS645 Drawing Level 3.
Content To extend, utilise and interpret knowledge of drawing and drawing practices in the production of a series of works which reflect and reinforce a major area of study, and which display a degree of personal philosophy or style.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS647 LIFE DRAWING LEVEL 2

Campus To be advised
Prerequisite(s) VBS642 Life Drawing (Generic).
Content To incorporate new information and skills in the production of life drawings. To employ a diverse range of figure model poses and time spans to produce a folio of life drawing.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS648 ART BUSINESS LEVEL 2

Campus To be advised
Prerequisite(s) VBS636 Business Practices.
Content To apply sound business practice within the legal responsibilities of a self-employed art practitioner.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS649 ART BUSINESS LEVEL 3

Campus To be advised
Prerequisite(s) VBS636 Business Practices, VBS648 Art Business Level 2.
Content To identify the policies and philosophies of potential clients including, commercial galleries, commissioning agencies and art and craft management committees.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS650 CONTEMPORARY ART STUDIES LEVEL 2

Campus To be advised
Prerequisite(s) VBS639 Contemporary Art Studies.
Content To analyse contemporary art and/or design works in relation to their underlying philosophies.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS651 CONTEMPORARY ART STUDIES LEVEL 3

Campus To be advised
Prerequisite(s) VBS639 Contemporary Art Studies Level 1, VBS650 Contemporary Art Studies Level 2, VBS653 Context and Culture Level 3.
Content To analyse in detail the influence of specific prominent philosophical concerns upon contemporary art and design.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1.
Content To identify and analyse diverse cultures/sub-cultures and their relationship to the arts. A Visiting Artists program is an essential aspect of this study.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS653 CONTEXT AND CULTURE LEVEL 3

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2.
Content To analyse philosophical theory and its relationship to art production.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3
Content To evaluate own work in terms of aesthetics, social context and philosophical foundations. Students are also required to prepare for an exhibition of their work.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS655 STUDIO AND MATERIALS STUDIES

Campus To be advised
Prerequisite(s) Nil
Content To develop a range of approaches using differing methods, materials and techniques to artistic problems.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS656 CONTEXT AND CULTURE LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content To identify and analyse sociological subject matter and its impact on the production of art.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS657 PAINTING LEVEL 1

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety.
Content An introduction to the production of paintings.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS658 PAINTING LEVEL 2

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1.
Content To develop personal philosophy in regard to painting.
Required Reading To be advised

Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS659 PAINTING MINOR STUDY 1

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety, VBS657 Painting Level 1, VBS658 Painting Level 2.
Content To apply a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS660 PAINTING MINOR STUDY 2

Campus To be advised
Prerequisite(s) VBS635 Occuparional Health and Safety, VBS659 Painting Minor Study 1.
Content To apply a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS661 PAINTING MAJOR STUDY 1

Campus To be advised
Prerequisite(s) VBS657 Painting Level 1, VBS658 Painting Level 2.
Content To apply and develop a knowledge of materials and methods in regard to the production of paintings.
Required Reading To be advised
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VBS662 PAINTING MAJOR STUDY 2

Campus To be advised
Prerequisite(s) VBS661 Painting Major Study 1 or equivalent.
Content To initiate, plan and execute paintings which are a vehicle for personal expression.
Required Reading To be advised
Nominal Hours 144 Hours
Assessment As per accredited curriculum

VBS663 PRINTMAKING LEVEL 1

Campus To be advised
Prerequisite(s) VBS635 Occupational Health and Safety
Content A theoretical and practical introduction to printmaking methods and techniques, providing a basis for the development of ideas and concepts in printed imagery.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS664 PRINTMAKING LEVEL 2

Campus To be advised
Prerequisite(s)
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to explore printmaking techniques and materials as a means of expressing ideas and concepts in printed imagery.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS681 ELECTRONIC DESIGN LEVEL 2

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to: Use industry standard 2D software and hardware for graphic production; create and manipulate images and illustration for the presentation of visual information which will lead to satisfactory design solutions.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS744 DESIGN PROCESS LEVEL 1

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to conceptualise, source and develop designs and imagery by applying creative, analytical and problem solving approaches to design problems.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS745 ELECTRONIC DESIGN LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content Use relevant industry standard software and hardware for the creation and manipulation of images and illustration.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS746 REPROGRAPHICS AND PREPRESS LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content Use industry standard software to prepare designs to prepress stage ready for printing.
Required Reading To be advised
Nominal Hours 128 Hours
Assessment As per accredited curriculum

VBS747 REPROGRAPHICS AND PREPRESS LEVEL 2

Campus To be advised
Prerequisite(s) VBS746 Reprographics and Prepress level 1
Content Use industry standard software to prepare designs to prepress stage ready for printing.
Required Reading To be advised
Nominal Hours 128 Hours
Assessment As per accredited curriculum

VBS748 FINISHED ART LEVEL 1

Campus To be advised
Prerequisite(s) VBS643 Photography, VBS755 Typography.
Content Use hand tools and appropriate software to produce camera print/print ready commercial artwork of simple one and two colour design.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS749 FINISHED ART LEVEL 2

Campus To be advised
Prerequisite(s) VBS748 Finished Art level 1.

Content To produce manual and computer finished art from a designer's brief or rough on time and within budget.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS750 FINISHED ART LEVEL 3

Campus To be advised
Prerequisite(s) VBS749 Finished Art Level 2.
Content To create initial design concepts and produce artwork to finished art stage.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS752 TECHNICAL COLOUR APPLICATIONS

Campus To be advised
Prerequisite(s) Nil
Content To prepare finished art for electronic reproduction using four colour film proofing, PMS colour matching, coated and uncoated colours.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS753 TECHNICAL ILLUSTRATION

Campus To be advised
Prerequisite(s) Nil
Content To develop technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS754 COMMERCIAL PRODUCT ILLUSTRATION

Campus To be advised
Prerequisite(s) VBS744 Design Process 1, Drawing for Illustration, VBS753 Technical Illustration, VBS745 Electronic Design.
Content Create illustrations capable of being electronically reproduced for commercial products to meet a design brief.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS755 TYPOGRAPHY LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content Construct type for a range of design applications.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS756 TYPOGRAPHY LEVEL 2

Campus To be advised
Prerequisite(s) VBS755 Typography Level 1.
Content Respond to complex briefs with typographic solutions.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

VBS757 EXTENDED PRACTICAL PLACEMENT

Campus To be advised

Prerequisite(s) VBS635 Occupational Health and Safety.
Content Work in an assistant capacity in graphic art studio/s with real industry brief to meet agreed expectations of employer for the completion of workplace projects.
Required Reading To be advised
Nominal Hours 224 Hours
Assessment As per accredited curriculum

VBS758 HISTORY OF DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to research the historical concepts and developments of design.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS759 DESIGN PROCESS LEVEL 2

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design and imagery by applying creative, analytical and problem solving approaches to design problems in response to a brief.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS760 DESIGN PROCESS LEVEL 3

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design to complete a complex industry design brief.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS761 3D STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS762 DESIGN FOR NEW MEDIA

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to design for new media.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS763 VOCATIONAL STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to meet agreed

expectations for the completion of industry project, brief involving industry based project, consultation and/or research.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS764 CRITICAL ANALYSIS

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide participants with the skills, knowledge and attitudes required to critically analyse designs using industry standard terminology, concepts, theories and analytical processes.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

WRB01A COMMUNICATE WITH CLIENTS

Campus City King.
Prerequisite(s) Nil
Content Reception and telephone duties; Effective communication with clients and other staff in the workplace.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT

Campus City King.
Prerequisite(s) Nil
Content Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/stores environment.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB03A-A INFECTION CONTROL

Campus City King.
Prerequisite(s) To be advised
Content Causative agents of disease and disease transmission; Interpretation and implementation of Health Regulations; human body defences against microorganisms; Safe practices management of electrical and other equipment as well as chemicals in the salon; Potential hazards in the salon; fire, evacuation and other emergency procedures; Procedure for reporting accidents/incidents/emergencies; Manual handling, OH&S arrangements and safe lifting practices.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

WRB03A-B FIRST AID

Campus City King.
Prerequisite(s) To be advised
Content Level 1 first aid plus some additional first aid procedures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

WRB04A PERFORM SALON/STORE CLEANING DUTIES

Campus City King.
Prerequisite(s) Nil

Content Personal hygiene, tidiness and cleanliness of the workplace; Disposal of waste and hazardous materials; Care of furniture, tools and equipment; Stock control.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB05A MERCHANDISE BEAUTY PRODUCTS

Campus City King.
Prerequisite(s) Nil
Content Arrangement and presentation of product displays; Setting up and maintenance of displays and checking, maintaining and labeling or pricing stock.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB06A SELL BEAUTY PRODUCTS

Campus City King.
Prerequisite(s) Nil
Content Use of sales techniques; Key selling skills from approaching the client to closing the sale.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRB07A CONDUCT FINANCIAL TRANSACTIONS

Campus City King.
Prerequisite(s) Nil
Content Operations at the point of sale area; Procedures for use of point of sale equipment for maintaining a cash float, reconciling takings and for completing a sales transaction.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB08A PROVIDE SERVICE TO CLIENTS

Campus City King.
Prerequisite(s) Nil
Content Receiving clients in a professional, courteous manner; Making appointments; Recording client's details; Responding to client complaints; Identify client's special needs and requirements.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB09A PERFORM STOCK CONTROL PROCEDURES

Campus City King.
Prerequisite(s) To be advised
Content Receive and process incoming goods, Rotate stock, Participate in stocktake, Reorder stock, Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB10A MINIMISE THEFT

Campus City King.
Prerequisite(s) To be advised
Content Apply routine salon/store security, Minimise theft.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB11A OPERATE RETAIL EQUIPMENT

Campus City King.
Prerequisite(s) To be advised
Content Maintain retail equipment, Apply keyboard skills, Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB12A DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Campus City King.
Prerequisite(s) To be advised
Content Prepare client for skin cleansing, Cleanse face, Apply skin care products, Advise on further product use.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB13A ADVISE ON BEAUTY SERVICES

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Develop product knowledge; Identify and recommend products and services.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB14A PIERCE EARS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Ear piercing in accordance with health regulations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB15A PROVIDE LASH AND BROW TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB16A-A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Campus City King.

Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Analysis of unwanted hair characteristics for temporary removal and/or camouflage treatment; Facial and body waxing using hot and strip; Bleaching to camouflage hair; After-care treatments; Advice on further service and treatments; sequential treatments/services.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRB16A-B SKIN BIOLOGY

Campus City King.
Prerequisite(s) To be advised
Content The appearance, gross anatomy and microscopic anatomy of the skin; The effects of beauty treatments on the hair and nails.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB21A DESIGN AND APPLY MAKE UP

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.
Content Design and apply suitable make-up techniques for photography.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.
Content Camouflage make-up including make-up for tattoos, birthmarks, scars, varicose veins.

Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB24A-A1 ANATOMY AND PHYSIOLOGY A

Campus City King.
Prerequisite(s) To be advised
Content The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.
Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB24A-A2 NUTRITION

Campus City King.
Prerequisite(s) To be advised
Content Healthy food choices; Recommended dietary intake; Absorption and role of major nutrients; The application of dietary principles in everyday situations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB24A-B1 SKIN

Campus City King.
Prerequisite(s) To be advised
Content Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRB24A-B2 ANATOMY AND PHYSIOLOGY B

Campus City King.
Prerequisite(s) To be advised
Content The various levels of organisation of the human body; Tissue types; The nervous, muscular, skeletal, digestive, excretory, respiratory and circulatory systems; The role of hormones in the body.
Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB24A-C ASSESSMENT DURING FACIAL TREATMENTS

Campus City King.
Prerequisite(s) To be advised
Content Integration of underpinning knowledge into the facial practical unit.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

WRB25A-A PROVIDE FACIAL TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe

Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs.
Content Manual facial techniques including cleansing, exfoliating, steaming, extractions, facial massage, mask therapy; Design of treatment programs; Contraindications; Advice to clients on further treatments.
Required Reading To be advised
Nominal Hours 122 Hours
Assessment As per accredited curriculum

WRB25A-B SKIN DISORDERS

Campus City King.
Prerequisite(s) To be advised
Content Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB26A-A PROVIDE ADVANCED FACIAL TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs, WRB25A Provide Facial Treatments.
Content Assess client's requirements for machine facial treatments; Physiological effects and practical use of brush, galvanic, vapozone, high frequency treatments; Manual lymph drainage; Design and perform appropriate treatments on problem and mature skins using manual and machine treatments; Treat red, flushed skin (erythema); Contraindications; Advice to clients on further treatments.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRB26A-B COSMETIC CHEMISTRY

Campus City King.
Prerequisite(s) To be advised
Content The function, formation and behaviour of important skin chemicals; Process of percutaneous skin absorption and transepidermal water loss; Toxic effect of various substances on the skin; Chemical concepts and their relationship to cosmetic products and skin treatments; Chemical formulations of products; Action of liposomes on skin; Tanning preparations and sunscreens; New developments in cosmetic products.
Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB26A-C BASIC ELECTRICITY

Campus City King.
Prerequisite(s) To be advised

Content Understanding the fundamentals behind static and current electricity as used in the salon and on the body; direct (galvanic) treatments; Alternating and direct currents for muscle and nerve stimulation; Alternating current for muscle heating and high frequency treatments; Ultra-violet and infrared radiation; Laser treatments; Safe practice and management with electrical equipment.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRB27A PROVIDE BODY TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs.
Content Assess client's requirements; Relaxation body massage; Designing and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; Contraindications; Post massage advice.
Required Reading To be advised
Nominal Hours 116 Hours
Assessment As per accredited curriculum

WRB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs, WRB25A Provide Facial Treatments, WRB27A Provide Body Treatments
Content Assess client's requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRB29A-A PROVIDE PERMANENT EPILATION A

WRB29A-B PROVIDE PERMANENT EPILATION B

Campus City King.
Prerequisite(s) To be advised
Content Assess client's requirements; Understanding of contraindications and indications for treatment; Technical skills to perform permanent hair removal of body and facial hair; Advice to clients; Provide after care advice.
Required Reading To be advised
Nominal Hours 80 Hours each
Assessment As per accredited curriculum

WRB32A CO-ORDINATE WORK TEAMS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

Content Monitoring, coaching and motivation of other staff; Creating an environment in which teams are motivated.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRH01A MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT

Campus City King.
Prerequisite(s) Nil
Content This unit incorporates the Australian safe guidelines and basic First Aid procedures, in encompasses competencies necessary to maintain a safe workplace for staff, clients and others. It also involves the application of health regulations, including personal hygiene practised by staff members, provision of a caring client environment and the efficient operation of a salon.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRH02A COMMUNICATE IN THE WORKPLACE

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required to follow routine instructions, participate in workgroup and teams, apply professional ethics, support the organisation and receive and refer client complaints.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRH03A RECEIVE AND DIRECT CLIENTS

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH04A PREPARE CLIENTS FOR SALON SERVICES

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses the preparation of clients for a range of salon services.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH05A CO-ORDINATE SALON TASKS

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required for effective co-ordination of tasks, giving routine instructions and the promotion of the organisation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH06A REMOVE CHEMICALS FROM HAIR

Campus City King.
Prerequisite(s) Nil

Content This unit relates to those competencies required to complete the rinsing and neutralising process of permanent wave and chemical relaxation treatments and to remove colour chemicals from hair.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH07A SCHEDULE AND CHECK-OUT CLIENTS

Campus City King.
Prerequisite(s) Nil
Content This unit relates to those competencies required to provide full receptionists services, schedule clients, process payments, complete client details and implement stock control procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRH09A CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS

Campus City King.
Prerequisite(s) Nil
Content This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH10A TREAT HAIR AND SCALP

Campus City King.
Prerequisite(s) Nil
Content This unit describes those competencies required to treat a range of hair and scalp conditions.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH11A CUT HAIR

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.
Required Reading To be advised
Nominal Hours 170 Hours
Assessment As per accredited curriculum

WRH12A DRESS (STYLE) HAIR

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required to perform a range of classic and current commercial hairstyles and finishes using a wide variety of techniques.
Required Reading To be advised
Nominal Hours 135 Hours
Assessment As per accredited curriculum

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform a range of permanent wave and chemical relaxation techniques for a wide variety of classic and current fashion looks.

Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

WRH14A COLOUR HAIR

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.
Required Reading To be advised
Nominal Hours 115 Hours
Assessment As per accredited curriculum

WRH15A CO-ORDINATE SALON TEAM

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRH22A PERFORM A FACE SHAVE

Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform face shaving on male clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRRCA.1A OPERATE RETAIL EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRCA.2A APPLY RETAIL OFFICE PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Process incoming and outgoing mail; Process bulk mail; Operate office equipment; File and retrieve documents; Establish contact with internal and external customers; Prepare simple correspondence.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRCA.3A APPLY RETAIL OFFICE KEYBOARD SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content Open file; Edit information; Exit file; Procedure document from written text.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA.4A CO-ORDINATE RETAIL OFFICE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain office procedures; Process data in response to information requests; Compose reports/correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS.1A COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content Establish contact with customers; Process information; Work in a team; Maintain personal presentation; Follow routine instructions; Read and interpret retail documents; Use numbers in the workplace.
Required Reading To be advised
Nominal Hours 63 Hours
Assessment As per accredited curriculum

WRRCS.2A APPLY POINT OF SALE HANDLING PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS.3A INTERACT WITH CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Deliver service to customers; Respond to customer complaints; Receive and process sales orders; Identify customers' special requirements.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS.4A CO-ORDINATE INTERACTION WITH CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.1A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Act responsibly; Act in a non-discriminatory manner; Identify the Awards/Agreement.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRRER.2A CO-ORDINATE WORK TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.3A MAINTAIN EMPLOYEE RELATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.4A IMPLEMENT STAFF TRAINING

Campus To be advised
Prerequisite(s) To be advised
Content Confirm the need for training; Plan and document training; Arrange location and resources; Notify trainees; Prepare trainees; Instruct trainees; Provide opportunities; Confirm trainee has reached required standard of performance; Evaluate training; Record training; Provide information on training.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.5A ASSESS WORKPLACE COMPETENCIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify and explain assessment context; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to person(s) being assessed; Report on the conduct of the assessment.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRF.1A BALANCE REGISTER/TERMINAL

Campus To be advised
Prerequisite(s) To be advised
Content Remove takings from register/terminal; Reconcile takings.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRF.3A PRODUCE FINANCIAL REPORTS

Campus To be advised
Prerequisite(s) To be advised
Content Enter payment summaries into journals; Reconcile accounts to balance; Prepare bank reconciliation's; Receive and document payment/takings; Dispatch statements to debtors and follow up outstanding accounts; Dispatch payment to creditors; Prepare financial reports.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRF.4A PREPARE PAYROLL

Campus To be advised
Prerequisite(s) To be advised
Content Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRFM.1A MERCHANDISE FRESH FOOD PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare fresh food stock; Place and arrange fresh food stock; Prepare display labels and tickets; Maintain fresh food display; Protect fresh food stock.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRRFS.1A ADVISE ON FRESH FOOD PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS.4A RECOMMEND LIQUOR PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRI.1A PERFORM STOCK CONTROL PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Receive and process incoming goods; Rotate stock; Participate in stock take; Reorder stock; Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRI.2A MAINTAIN STOCK CONTROL

Campus To be advised
Prerequisite(s) To be advised
Content Monitor receipt and dispatch of goods; Maintain stock records; Co-ordinate stock take/cyclical count; Identify stock losses.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRI.3A ORDER STOCK

Campus To be advised
Prerequisite(s) To be advised
Content Process order; Follow up order.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRI.4A BUY MERCHANDISE

Campus To be advised
Prerequisite(s) To be advised
Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRRINF.1A ANALYSE AND COMMUNICATE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRRLP.1A APPLY SAFE WORKING PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Observe basic safety procedures; Observe emergency procedures.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRLP.2A MINIMISE THEFT

Campus To be advised
Prerequisite(s) To be advised
Content Apply routine store security; Minimise theft.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRLP.3A MAINTAIN STORE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRLP.4A MAINTAIN STORE SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Monitor and maintain store security.
R120equired Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRLP.5A APPLY STORE SECURITY SYSTEMS AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised

Content Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM.1A MERCHANDISE PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Place and arrange merchandise; Prepare display labels/tickets; Place, arrange and display price tickets and labels; Maintain displays; Protect merchandise.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM.3A CO-ORDINATE MERCHANDISE PRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Co-ordinate merchandise presentation and display; Implement merchandise pricing.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRM.4A CO-ORDINATE HOUSEKEEPING

Campus To be advised
Prerequisite(s) To be advised
Content Implement housekeeping policies.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

WRRO.1A MANAGE MERCHANDISE AND STORE PRESENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.2A MANAGE SALES AND SERVICE DELIVERY

Campus To be advised
Prerequisite(s) To be advised
Content Maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide productive work environment.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.3A PROVIDE A SAFE WORKING ENVIRONMENT

Campus To be advised
Prerequisite(s) To be advised
Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working

environment; Assess risks; Control risks; Establish and maintain records systems; Evaluate policies and procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.4A CONTROL STORE SECURITY/LOSS

Campus To be advised
Prerequisite(s) To be advised
Content Control store security.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.5A CONTROL INVENTORY

Campus To be advised
Prerequisite(s) To be advised
Content Manage, receipt, dispatch and storage of merchandise; Manage stock control.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.6A MANAGE STORE FACILITIES

Campus To be advised
Prerequisite**(s)** To be advised
Content Manage store maintenance program; Manage retail equipment maintenance; Negotiate maintenance contracts; Identify facilities/space requirements.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRRPL.1A MANAGE FINANCIAL RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Control costs; Control budget; Propose expenditure; Maintain store accounting system; Prepare store sales budgets; Negotiate budgets.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRPL.2A SET STRATEGIC PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Communicate and implement mission statement; Set objectives and targets; Develop action plans.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRRPL.3A INITIATE AND IMPLEMENT CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Identify opportunities for increased sales and services; Evaluate changes; Negotiate change implement; Implement and evaluate change.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

WRRPM.1A ADMINISTER HUMAN RESOURCES

POLICY

Campus To be advised
Prerequisite(s) To be advised
Content Implement staffing levels; Monitor staff performance; Identify and minimise potential industrial relations problems; Develop and implement training plans.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRPM.2A RECRUIT AND SELECT PERSONNEL

Campus To be advised
Prerequisite(s) To be advised
Content Define future personnel requirements; Determine job specifications; Recruit staff; Assess and select applicants.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRPM.3A LEAD AND MANAGE PEOPLE

Campus To be advised
Prerequisite(s) To be advised
Content Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRRS.1A SELL PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Apply product knowledge; Approach customer; Gather information; Sell benefits; Overcome objectives; Close sale; Maximise sales opportunities.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRS.2A ADVISE ON PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Develop product knowledge; Recommend specialised products.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRRS.3A CO-ORDINATE SALES PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Implement sales policies and procedures; Monitor achievement of sales targets.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.1A RECOMMEND AND FIT CLOTHING AND ACCESSORIES

Campus To be advised
Prerequisite(s) To be advised

Content Research store clothing range; Recommend customer wardrobing; Measure and fit clothes; Advise on and arrange clothing alteration service.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.2A RECOMMEND AND FIT FOOTWEAR PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store footwear range; Recommend footwear products; Measure and fit footwear products; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.3A RECOMMEND JEWELLERY PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend specialist jewelley products; Advise on jewellery product warranties; Protect stock; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.4A RECOMMEND ELECTRICAL PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend electrical products; Advise on electrical product warranties; Negotiate price payments and options; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.5A RECOMMEND FURNITURE PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store furniture product range; Recommend furniture products; Advise on furniture product warranties; Negotiate price and payment options; Advise on and arrange product services.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.6A RECOMMEND FLOOR COVERING PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend floor covering products and services; Estimate floor covering products and services; Estimate floor covering quantities; Advise on floor covering product warranties; Negotiate price and payment options; Advise on and arrange floor covering laying service.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.7A RECOMMEND HARDWARE PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend hardware products, machinery and equipment; Estimate hardware quantities; Advise on hardware product warranties; Negotiate price payment options; Advise on and arrange product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.8A RECOMMEND CAMERAS, PHOTOGRAPHIC EQUIPMENT AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store camera and photographic product range; Recommend camera and photographic equipment; Advise on product warranties; Negotiate price and payment options; Advise on and arrange photographic services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.9A RECOMMEND COMPUTER PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store computer product range; Recommend computer hardware and software products; Advise on product warranties; Negotiate price and payment options; Advise on and arrange product service and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.10A RECOMMEND SPORTING PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store sporting products range; Recommend sporting products; Measure and fit sporting products; Advise on manufactures warranties; Advise on and arrange sporting services.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.11A RECOMMEND TOY PRODUCTS

Campus To be advised
Prerequisite(s) To be advised
Content Research store toy product range; Recommend toys; Advise on manufactures warranties; Advise on product services and repairs.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.12A RECOMMEND AND SELL BOOKS AND ADVISE ON READER SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store book range; Recommend books; Advise on reader services.

Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.13A RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRSS.14A HIRE AND SELL VIDEO PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Research store product range; Recommend video products and accessories; Advise on membership; Apply store video hire and return procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

Recognition of Learning –

Pathways, Credit Transfer and RPL

Victoria University recognises that valuable learning takes place outside the university through:

study towards formally recognised qualifications (either fully or partially completed) such as a degree, diploma, or certificate (this is referred to as credentialled 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-credentialled learning);

work experience; and

life experience.

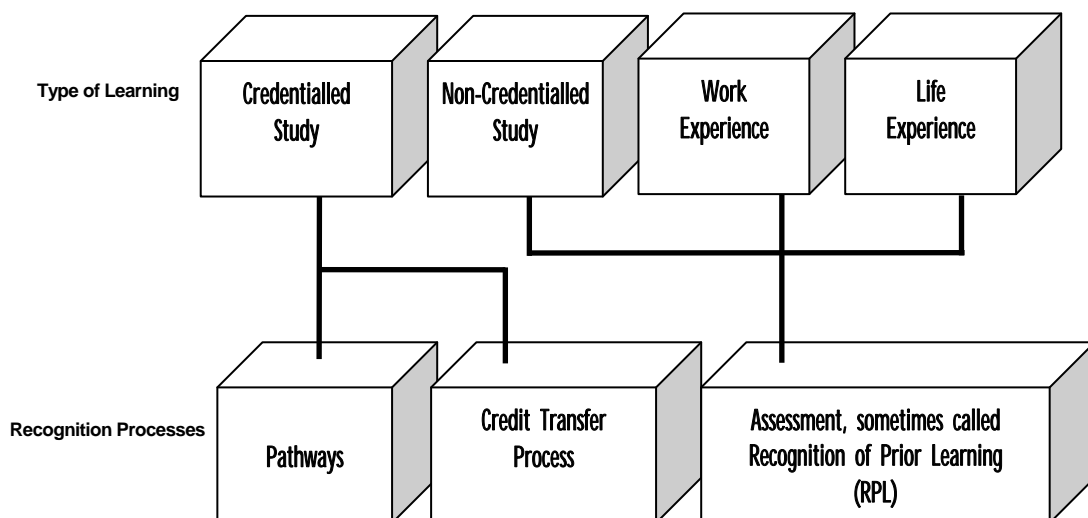Students are encouraged to think broadly about their experiences. In addition to providing entry into a course, students' prior learning may enable them to be granted exemptions/credits for subjects within that course.

Victoria University of Technology has established the following processes (see diagram below) to facilitate the recognition of learning achieved outside the University.

By recognising students' past experiences and achievements, the University ensures that students do not have to repeat the skills and knowledge they have already achieved.

In this way students are able to shorten the length of their course, saving time and money. They study at the appropriate level, are encouraged to continue their education, and achieve their educational goals with maximum efficiency.

Type of Learning

| Credentialled Study | Non-Credentialled Study | Work Experience | Life Experience |

Recognition Processes

| Pathways | Credit Transfer Process | Assessment, sometimes called Recognition of Prior Learning (RPL) |

Pathways

Standardised pathways are formally approved links between courses in different sectors or within the same sector. They may move from:

secondary schools to TAFE
TAFE to TAFE
TAFE to higher education
higher education to TAFE
higher education to higher education
workplace to TAFE or higher education
private training organisation to TAFE or higher education.

These pathways may involve:
Credit/exemptions – for example students who have completed the Advanced Diploma of Business (Accounting) will receive credit for twelve subjects in the Bachelor of Business (Accounting), if they gain entry into that degree course;
Entry only – for example students who have successfully completed Science for Nurses (Gateway to Nursing and the Health Sciences) automatically gain entry into the Certificate IV in Health (Nursing).

Pathways may also link courses in the same or different disciplines.

Students who meet the conditions specified in the pathway will be automatically granted the benefits specified in the pathways (entry or credit).

Students who have not completed their initial course may still obtain credit in recognition of the subjects/modules successfully completed.

'Articulation' describe the links or pathways between courses. Students who take advantage of pathways are sometimes called articulating students.

Victoria University is widely recognised as a national leader in developing credit transfer arrangements for students, particularly between the TAFE and higher education sectors.

Applications

Students should provide details of any prior study when they:

apply to enter a course;
are interviewed in the Centre for Commencing Students; or

enrol.

Students eligible for entry or credit on the basis of a formally approved pathway will be identified at the time of enrolment. Any credit may be granted at the time of enrolment.

Credit Transfer

Where there are no formally approved pathways, applications for credit on the basis of prior credentialled study will be considered on a case by case basis.

Applications

Students applying for Credit Transfer should approach their Faculty or Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. It is advisable for students to discuss their applications with their teacher/lecturer before submission.

The University will endeavour to process credit transfer applications as soon as possible. Processing time depends on the complexity of the application but should take no more than two weeks.

Articulation and Credit Transfer Policy

The University has an Undergraduate Articulation and Credit Transfer policy that is being revised at this time. The essence of the policy is that the University will consider granting the highest level of credit consistent with a student's previous studies and their chance of success in a course of study.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process whereby the learning that students have achieved through non-credentialled study and life/work experience is matched against the learning which would be covered in specific subjects/modules/ competencies.

Applications

Students who believe that they are eligible for RPL are advised to begin the application as soon as they are enrolled. Students applying for RPL should approach their Faculty or Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. It is advisable for students to discuss their application with their teacher/lecturer before it is submitted.

The University will endeavour to process RPL applications as soon as possible. Processing time depends on the complexity of the application but should take no more than four weeks.

Fees

TAFE applicants will be notified of any fees when they collect their application form. In higher education there are no RPL application or assessment fees.

Notification

Applicants will receive in writing the results of their application for credit on the basis of a formal pathway, an individual credit transfer application, or RPL assessment.

Right of Appeal

Applicants who are either denied credit or who wish to challenge the amount of credit granted on the basis of a formal pathway, a credit transfer application, or RPL assessment may request further consideration. Such appeals must be lodged with the Faculty Office or the Department of Student Affairs within 10 working days of the date the notification letter was issued.

Admission, Enrolment and Academic Procedures and Regulations

Admission and Selection

The University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students.

General

The primary objective of the University's admission and selection policies is to ensure that students selected for admission to courses are capable of successfully completing the course in which they are to be offered a place. In considering students for admission there shall be no discrimination on the grounds of gender, sexual preference, marital status, pregnancy, race, political beliefs, religion, physical attributes, socio-economic status, language or age.

The University has, however, developed targeted programs designed to ensure a broader representation of students from currently under-represented groups in tertiary education (e.g. women, Aborigines and Torres Strait Islanders).

Admission to the University is conducted within a framework of minimum entry requirements coupled with selection criteria that relate to the demands that each course will place upon students. In addition, the University has a policy of giving special consideration to applicants who live in the western metropolitan region of Melbourne for courses that are not unique to the University.

The selection criteria for each course are reviewed each year and are finally determined annually by the Council of the University on the recommendation of the Academic Board or the Board of Technical and Further Education as appropriate. The selection criteria for each course, including specific prerequisites for admission, are included with the detailed descriptions of each course which appear in the relevant Faculty and TAFE Handbooks. Generally, selection is based on academic merit and by the selection authority's assessment of the relative likelihood of applicants to successfully complete the course to which they have applied for admission. The main criterion for selection to Degree and Diploma courses is the applicant's performance in Year 12 studies unless other factors are relevant.

Such other factors may include:
the results of any interviews, auditions, tests or other assessment procedures determined by the particular course selection authorities;
any illness, or serious hardship as a result of which, in the opinion of the selection authorities, the studies or performance of an applicant have been adversely affected;
the presentation and depth of relevant supporting material as determined by the particular course selection authorities;
the life experiences of the applicant; and
previous study at tertiary level.

Intending applicants for places in University courses can obtain more detailed information about selection criteria and selection procedures for individual courses by contacting the relevant Faculty, School or Department, or the Centre for Commencing Students.

Personalised Access at Victoria University

The University personalises the application, admission and selection process for places in Government-funded courses in TAFE or Higher Education for all Australian residents who:
have satisfactorily completed the VCE or its equivalent; or

are 21 years or over on 1 January of the year for which they seek admission (or for entry to TAFE courses only, anyone over 18).

The University offers applicants a place in the course that best matches their wishes and study potential assessed by the University with the courses and places available. There is high demand for many courses, for which selection remains competitive.

Student Compact

When entering the University through Personalised Access, prospective students participate in an interview with an Academic Field of Study Adviser, at which time their career and study goals are discussed. If entry to the chosen course is not possible, an appropriate study pathway will be identified. This will lead students to their preferred course of study, provided all negotiated conditions as identified in the Student Compact are met. The Student Compact is a documented agreement between the student and the University that lists all negotiated conditions related to their chosen field of study.

The Student Compact will also identify the support services that the University can provide which has been recommended to the student during their interview. The Student Compact is available to all students of the University, and can be renegotiated at any time by the student or the University, to reflect the changing requirements of the student.

For further information about the Student Compact contact the Centre for Commencing Students telephone: (03) 9688 4110.

Admission Requirements

Undergraduate Courses
Normal Entry
Any persons who have been granted the Victorian Certificate of Education or satisfactorily completed an equivalent Year 12 qualification recognised by the University (plus relevant course prerequisite studies) will be eligible to apply for admission to courses of the University leading to a higher education award or to a TAFE Diploma.

In general, therefore, applicants will be eligible for admission to higher education undergraduate and TAFE Diploma courses if they have:
passed the VCE including the satisfactory completion of English Units 3 and 4 from 1992 onwards;
passed four approved VCE (HSC) Group 1 subjects (including English) at one sitting prior to 1992;
passed four approved Victorian Institute of Education, HSC, Group 1 subjects (including English) at one sitting since 1980;
satisfied Victorian University Schools Examination Board or Victorian Institute of Education Year 12 requirements prior to 1980; or

obtained an equivalent interstate or overseas qualification.

Entry requirements for admission to TAFE courses other than courses leading to a Diploma vary. Details of entry requirements are to be found in the TAFE Handbook.

In addition to meeting the entry requirements above, applicants may be required to satisfy other requirements specified by the Faculty/School conducting the course. Further information can be found on www. vu.edu.au/admissions

Special Entry

Applicants meeting the above requirements will be regarded as having satisfied the Normal Entry requirements. However, applicants wishing to undertake a University course who do not meet the Normal Entry requirements may still be eligible for admission under Special Entry (SE). Students admitted to a course under SE may be subject to special terms and conditions determined by the relevant Faculty or School. The three categories of Special Entry are as follows.

AGE AND EDUCATIONAL BACKGROUND

A person will be eligible for admission to any course within the University if, at 1 January of the intended year of entry, he or she is 21 years of age or over.

Any person who, at the date of their proposed admission to a TAFE course (other than a course for Diploma), is 18 years or older, will be eligible to apply for admission to any such course. Australian residents who meet these criteria are guaranteed a place in a Government-funded course if they apply via the University's Personalised Access Study scheme.

There is currently a high demand for many award courses, and a number of mature-age applicants do not receive an offer of a place in the course of their choice. Other factors taken into account in selection, in addition to work and life experience, include education level achieved, evidence of aptitude for study, time elapsed since study was attempted, and whether the applicant resides in the western metropolitan region of Melbourne.

Mature-age applicants should be aware of the study difficulties they might face in a tertiary course. The University conducts a number of programs generally of short duration, aimed to help improve communication skills, study skills and confidence. Mature-age applicants may not need to do a preparatory program, but should consider the following:

It is assumed that students of award courses know how to study. Study involves many skills – taking notes, using a library, organising your time effectively, essay writing, and so on.

If it has been a long time since you last attended classes, or if your previous study experience was not very successful or enjoyable, it may be helpful to develop some confidence in your abilities before you begin.

Communication skills are very important for award course students, and this can mean speaking (for example, participation in class discussions) as well as writing. Some practice in this area may be beneficial.

The real work of any award course usually begins straight away: sometimes on the very first day. You may need some time to ease yourself into being a student.

By undertaking preparation for study, you can pay attention to the factors outlined above in an environment that is designed to minimise the pressure on you. If you move straight into a tertiary course, you might find that you are in fact trying to prepare yourself at the same time as trying to cope with the new material presented to you. This can result in failure to meet the required academic standard.

Courses conducted by the University to help you successfully return to study in an award course may include:
Access courses for women

English for Further Study – This course provides people of non-English-speaking background with the language and research/study skills necessary for study.

English as a Second Language (ESL) – English as a second language classes are tailored to the needs of migrants who wish to improve their English for personal development, further study, or to improve their job prospects. Wherever possible, classes are tailored to suit the needs of the participants.

Basic Education Program – The Basic Education program focuses on the development of students' communication skills, through writing and reading exercises, spelling, basic grammar and punctuation.

Preparation for Tertiary Study – A preparatory course with two streams designed to improve access to Arts or Science courses.

Gateway to Nursing – A preparatory course that provides access to nursing courses.

VCE – The Victorian Certificate of Education is available by full-time and part-time study.

For more information, contact Further Education and Employment Services on (03) 9284 7225.

CONTINUING DIFFICULTIES DURING SCHOOLING

A person will be eligible to apply for admission to any course within the University if his or her progress through secondary school was adversely affected by:
economic hardship;
illness;
English language learning difficulties;
family problems;
geographical isolation; or
disability.

This category does not apply to applicants whose difficulties occurred only during their last year of secondary studies. Such persons must use the Victorian Tertiary Admission Centre 'Form S' rather than applying directly to the University for Special Entry. Applicants wishing to apply on this basis should contact the relevant Faculty or the Centre for Commencing Students for further information.

It should also be noted that this category does not apply to all persons with a disability or chronic medical condition. It only applies to those who can demonstrate that their progress through school was adversely affected by a disability. Persons with a disability should approach the relevant Faculty, School or Department of the University to discuss any potential difficulties or hazards they may encounter in undertaking their proposed course. In these discussions any special needs of applicants can be considered and an indication given of the University's capacity to meet those special needs. Applicants with a disability or chronic medical condition are invited to discuss specific needs or queries with the Disability Liaison Unit. Phone (03) 9688 4598.

ABORIGINES AND TORRES STRAIT ISLANDERS

A person of Aboriginal or Torres Strait Islander descent is eligible to apply for admission to any course within the University and such applications will be assessed individually to determine the applicant's suitability and potential for academic success. Further advice may be obtained by contacting the Koori Support and Development Unit on 9365 2113.

Later Year Entry

Both Normal Entry and Special Entry relate to admission to the University at the commencement of an undergraduate course. Persons who have already completed one or more years' relevant post-secondary studies may be eligible for Later Year Entry to the second or subsequent years of a course.

Persons applying for Later Year Entry will be required to meet all normal selection criteria for the course as well as demonstrate that

their prior studies are relevant to the course for which they have applied. In making selection decisions, applicants' level of performance in all of their previous tertiary enrolments may be taken into account. Persons selected for Later Year Entry may be admitted on condition they undertake bridging course work, or complete a specially modified course plan, or both.

Deferred Entry (Commencing Students)

Prospective students should contact the relevant Faculty or School to clarify the deferment policy. A person to whom an offer of admission to a course has been made by the University may apply to defer his or her enrolment for a period of up to one year. An application for deferred entry must be made in writing and lodged within seven days of the date upon which the offer of admission was sent. The application must be forwarded to the Dean of the appropriate Faculty or the Head of the appropriate School. A Dean or Head may grant an application for deferred entry with or without conditions. Applications for deferment from a TAFE course are not normally granted.

A person who has been granted deferred entry has a right to enrol in their course for the semester following the end of the period of their approved deferment, providing they attend a scheduled enrolment session.

Postgraduate Courses

Normal Entry (PhD)
DOCTOR OF PHILOSOPHY

To be eligible for admission a person must have:
a masters degree; or
a four-year bachelor degree with honours or honours degree with a superior performance at 1st Class or 2A honours level; or
a three-year bachelor degree together with a postgraduate diploma that is an extension of the discipline contained in the undergraduate qualification and at a level considered to be equivalent to 1st Class or 2A honours, as determined by the Head; or
been enrolled in a masters by research program and shown exceptional ability in the conduct of the first stages in a project and been approved for transfer into a PhD program by the Committee for Postgraduate Studies on the recommendation of the Head.

For admission to a PhD program a student must provide evidence acceptable to the Head of a capacity to undertake research in the discipline.

MASTERS DEGREE

To be eligible for admission applicants must have:
qualified for a first degree of the University (or such other degree as the Department may deem equivalent for this purpose) at a standard considered by the Department to be sufficiently meritorious; or
qualified for any other award judged by the Department to be of a relevant and appropriate standard; and
produced evidence of professional experience through which they have developed their applied knowledge of the relevant field of study, and which satisfies the Department that they have the capacity to undertake study for the degree of master; and
fulfilled any other conditions relating to prerequisite study which the Department may have imposed in respect of their admission to candidature.

GRADUATE DIPLOMAS/GRADUATE CERTIFICATES

To be eligible for admission applicants must normally have successfully completed a degree or diploma and may be required to attend an interview/selection test.

Application for Admission

Centre for Commencing Students

The Centre for Commencing Students (CCS) provides a central location for TAFE and undergraduate course information. Information sessions are conducted in the evenings and on weekends for prospective students which provide information and advice about return to study or career options, application procedures, and an overview of the University environment.

A resource room is provided where prospective students may browse through brochures of the many courses offered by the University. Advisers are always available to assist with enquiries, provide course information, and offer advice to individuals, schools and community groups. Group sessions can be arranged for local and community groups by contacting the Community Partnerships Officer at the Centre.

The Centre is located at Footscray Park Campus in Building C on ground level (level 3) facing Ballarat Road (adjacent to the pedestrian crossing). Contact the Centre for Commencing Students on telephone: (03) 9688 4110, fax: (03) 9688 4813 or email: ccs@vu.edu.au

Student Administration

The Recruitment and Student Success Branch and Enrolment Management Branch both seek to provide an integrated and professional service to students, staff, past students and prospective students of the University.

The Branches maintain constant telephone and over-counter contact with students by way of answering enquiries, advising on University requirements, issuing course information and providing services related to enrolment, certification and graduation.

A range of services is provided to staff of the University, including collation and cross checking of results, scheduling and invigilation of examinations and provision of student data and records services.

Staff within these branches work to facilitate the interaction of staff and students in accordance with Higher Education and TAFE administrative requirements, and to provide efficient services to organisational units of the University.

The student administrative services provided by Recruitment and Student Success include:

The Centre for Graduating Students and Education Abroad provides the administrative services for all University course awards, certificates and statements, all onshore and offshore graduation ceremonies and student administration services for all offshore campuses in both sectors.

Enrolment Management provides services in the following areas:
Admissions and Orientation provides a comprehensive service to prospective students including distribution of course information, collection and processing of applications; and to the University in the coordination of the admissions process, procedures and information.
Client Services and Information offers assistance with student administration enquiries including enrolment and fees information, cashier functions and switchboard services.
Enrolment services entail the registration and administration of enrolment amendment for students on all onshore campuses and in both sectors, as well as Higher Education Contribution Scheme administration and TAFE fees.

Undergraduate Courses

Normal Entry

Persons applying for entry to higher education undergraduate courses (other than those listed below under Direct Application) to study either full-time or part-time must apply through the Victorian Tertiary Admissions Centre.

While the *VTAC Guide* and application form are available from newsagents, a convenient and comprehensive application service is available from their web site at: www.vtac.edu.au.

Persons applying through VTAC should note that the VTAC rules, by which the University is bound, provide that no selection authority shall take into account the preference for that course as indicated by the applicant. This means that even if an applicant has indicated a lower preference for the course concerned than other applicants, there shall be no prejudice and each applicant will be considered equally.

Prerequisites and Extra Requirements

Some higher education undergraduate courses have special prerequisites for enrolment. Where this is the case, these requirements are published two years in advance in the Victorian Tertiary Education Requirements (this is published as a supplement in the press) and for the following year in the *VTAC Guide* to Undergraduate and TAFE Courses (available from newsagents and the web: www.vtac.edu.au).

For some higher education undergraduate courses, the application process requires applicants to complete a *Supplementary Information Form* available from the relevant Faculty Office, the Admissions Office or the University web site: www.vu.edu.au. These courses are identified in the *VTAC Guide*.

Special Entry

Persons applying for admission to a University course under Special Entry (except those applying for readmission) should obtain an application form from the Centre for Commencing Students. However, persons seeking Special Entry must also apply to VTAC unless the course comes under the Direct Applications category.

Readmission to the University

Students who are currently enrolled in an award course may apply directly to the University for admission to another course for the following semester. Students seeking readmission to the University should contact the Faculty or School administering the relevant course or Student Administration.

All other students who were previously enrolled at the University but whose enrolment has lapsed, or who have been excluded from their course because of unsatisfactory progress, may reapply for admission to the same or another course in any subsequent academic year. These students should apply using the standard procedures for that course. Such applicants for readmission to the University will have to meet the selection criteria applying to their intended course.

The selection process will take account of:

the person's previous academic performance at the University and their commitment to complete the course; and

whether the circumstances which led to the person's previous unsatisfactory progress or to their allowing their previous enrolment to lapse have changed or improved.

If selected for readmission such students will be subject to the course requirements in effect at the time of re-entry and may have special conditions attached to their re-admission.

Part-time Admission

Persons applying for admission on a part-time basis to Higher Education undergraduate courses and TAFE courses should follow the application procedures set out above. Where a form is to be lodged with the University as well as with VTAC, applicants should indicate their intention to study part-time on the form.

Postgraduate Courses

Masters by Coursework, Gradu[ate] Graduate Diplomas

All persons seeking admission to postgraduate studies in the University (except for the Graduate Diploma of Education) must apply direct to the University.

Application forms for graduate certificates, graduate diplomas and masters by coursework are available from the Student Administration Admissions Office at the St Albans Campus or Faculty offices on the campus where the course is offered.

Doctor of Business Administration

Prospective students should contact the Faculty of Business and Law office at either the Footscray or City campuses for application details.

Doctor of Philosophy and Masters Degrees by Research

Those persons interested in pursuing a research degree are advised to contact the Postgraduate Studies Officer in the Faculty or Department in which they wish to study to discuss research interests and to determine the availability of suitable supervisors and facilities relevant to the proposed research.

Once the Department has confirmed that the applicant is eligible to enrol, an *Application for Enrolment Form* must be completed and lodged along with the necessary enrolment forms at Student Administration.

Direct Applications

All direct applications for admission to award courses must be on appropriate University application forms, available from the University. Telephone (03) 9365 2286 for details or via www.vu.edu.au/admissions.

Closing Dates for Applications

Applicants lodging direct applications should contact the relevant Faculty or School for closing dates. Direct applicants should note that the selection process will be facilitated by lodging application forms at the earliest possible date, with the required accompanying documentation attached.

Applicants who wish to study TAFE courses part-time must apply direct to the University using an application form available from the Admissions Office.

Selection Procedures

Applicants may be required to complete a literacy and/or numeracy exercise as part of the selection procedure and may be given the opportunity to attend an interview as part of the selection procedure.

Documentation

Direct applicants currently attempting Year 11 or Year 12 subjects should lodge their applications by the due date and then send a copy of their results when they become available. Other applicants who have attempted Year 11/12 should attach a certified copy of certificates.

All persons seeking admission to a course leading to one of the above awards who did not complete VCE in 2000 must support their application with documentary evidence proving they have the educational qualifications referred to in their application. All documents should be in the form of certified copies and if documents are in a language other than English, officially certified translations together with certified copies of original documents

are required. The University will retain all such evidence. Original documents should never be sent but must be available on request and may be required at a later stage of the selection process (e.g. during interview).

If a direct applicant has undertaken previous tertiary studies the applicant must attach a certified copy of the full transcript of his or her academic record(s) obtained at the previous institution(s). Please do not send original documents.

Subject Credits and Advanced Standing

Credit for Previous Tertiary Studies

Students who have completed subjects or units at another tertiary institution may be granted credit for equivalent subjects in Victoria University courses. A subject credit will allow a student an exemption from a course subject, while the value of that subject will still be counted towards their award.

Applications for credit for previous tertiary study must be accompanied by certified documentary evidence of the subjects passed, together with details of these subjects for comparison with the Victoria University course. Please note that the University may seek information from the other tertiary institutions about the applicant.

Partial Exemptions

In some cases where a student is ineligible for full credit from a particular subject, partial exemption may be granted whereby the student is allowed to undertake less than the full normal study or assessment requirements to be accredited with a pass.

Where partial credit has been approved, this will be taken into account in calculating the HECS liability which the student incurs for the subject.

Course Variation by Special Approval

In cases where credit for units/subjects of a student's course is not appropriate, the Dean of the Faculty or Head of the School or Department responsible for the student's course may grant a variation to course requirements by special approval. A course variation substitutes alternative subjects of similar content and duration for subjects normally required within a student's course.

The purpose of Course Variation by Special Approval is to avoid repeating curriculum material where it is deemed that a student will not gain substantial educational benefit from one or more of the normal requirements of the course, but where the student does not meet all the criteria for subject exemption.

Application Procedure

Applicants for admission to courses at Victoria University should indicate on their application form if they wish to apply for credit. Applicants applying for credits are also encouraged to complete an *Application for Credit Transfer Form*. All such applications must be lodged before the end of the second week of the relevant semester.

Processing of applications for subject credit may take several weeks. This process will be facilitated by the applicant providing all relevant information when lodging an application.

The following documents must be included in an application:
a completed *Application for Credit Transfer Form*. This form is available from Student Administration or the relevant Faculty;
a copy of the applicant's academic record from the previous institution(s);

where available, a description of the subjects as published in the Handbook of the applicant's previous institution, e.g. if applying for an exemption in Economics 1 at Victoria University on the basis of a pass in Economics at Monash University in 1998, the applicant should attach a copy of the subject description of the unit from the 1998 Monash University Handbook; and
any other material that applicants wish to submit in support of their application.

Time Lapse Between Studies

Normally, credits for studies in a previous course of study will not be considered if studies were undertaken more than 10 years prior to the application. Courses linked to fields in which there is rapid change in technology and/or knowledge may set a maximum time limit of less than ten years. In cases where it can be demonstrated that relevant skills have been maintained and, where appropriate, updated, the above time limit restrictions may be waived by the appropriate Dean or TAFE Deputy Director on the recommendation of the appropriate Head of School or Department.

Enrolment

Enrolment enquiries should be directed to Student.Admin@vu.edu.au or to any Student Administration office on campus.

Enrolment for Assessment

A candidate becomes eligible for assessment in a subject only when enrolled in that subject. Candidates will be considered as having entered for assessment in all subjects for which they have enrolled.

A student will be deemed to have enrolled for assessment in a subject unless such enrolment has been formally withdrawn by the specified date. Application for timely subject withdrawals must be made on the appropriate University form. Total withdrawal from a course of study must be approved by the Faculty, School or Department responsible for administration of the student's course by the specified date.

All defined fee payments must be completed before any enrolment or assessment is validated and/or confirmed by the University. The enrolment of those students who do not complete payment within the required timeframe will be cancelled. Students are notified of an enrolment cancellation by mail. A student will only be reinstated to the course where authorisation from the Faculty or TAFE School's Administration office has been obtained, a reinstatement fee and all outstanding fees have been paid.

When students enrol at the commencement of the academic year, a provisional enrolment for Semester Two is registered. It is important to note that the Faculty or TAFE School administering each course of study has the power to amend, restrict or cancel provisional semester enrolments.

Returning Students

Students who have been enrolled for the previous semester should comply with the re-enrolment requirements set down by the relevant Faculty, School or Department. Particular attention should be paid to University re-enrolment schedules.

Late Enrolment

Students must enrol in a course of study or for a subject during official enrolment periods. Where students are unable to attend the designated re-enrolment session, they should arrange for a proxy to enrol on their behalf. -. Students who do not comply with the enrolment and re-enrolment requirements, including the payment of relevant fees, will be required to pay late enrolment

charges and where appropriate, reinstatement charges. Enrolment into a course of study or subject after the third week of a semester will only be permitted in exceptional circumstances and only with the approval of the relevant Head of School or Department, or nominee.

TAFE courses have various start week dates throughout the year. Variations should normally still occur within the first three weeks of the program.

Course Transfer

A student enrolled for a course of study wishing to transfer to a course of study in another Faculty, School or Department must apply for admission to the intended course of study on the appropriate form. Where this course transfer is approved, the student will be withdrawn from the previous course and enrolled into the new course.

Lapsed Enrolment

Past students of the University who are not on approved Leave of Absence (or deferment) from the University and who have not enrolled at the University for the previous semester, automatically forfeit their student place at the University and must re-apply for admission according to the procedure set down for new students.

How to Enrol

Proof of Qualifications

Admission and enrolment are conditional upon proof of stated qualifications. All claims of qualifications that have been obtained outside the University should be supported by appropriate documentary evidence, certified copies of which should accompany the application for admission. These copies will be retained by the University.

Approval of Course of Study

All courses of study (i.e. individual student's subject selection) must be approved by the Faculty, School or Department responsible for administration of the student's course before enrolment registration will be accepted by the University. Students should take particular note of the administrative arrangements for enrolment.

Enrolment Registration and Validation

An enrolment is registered by the University when it is appropriately approved and entered onto the University's database by an authorised officer or by a student of the University in the case of self-enrolment. Registered enrolments are not validated until all requirements relating to verification of qualifications, payment of fees and acceptance of liability under the Higher Education Contribution Scheme are satisfied.

Enrolment Forms

Until student self-enrolment is fully implemented all students commencing or continuing studies at Victoria University must complete the relevant official enrolment and statistics form(s). These form(s) must be lodged for processing within two University working days from the date the form(s) is approved and signed by an authorised officer of the relevant School or Department. Failure to comply with this time limit may result in non-acceptance of the enrolment.

In asking for statistical information the University is conscious of the fact that some students are apprehensive about the uses to which the resulting statistics may be put. The University is compelled by law to supply some statistics – for example, it must supply statistics to the Bureau of Statistics. Statistics supplied to outside bodies will be in the form of aggregate figures only; the outside body concerned will be unable to identify any student by name. Only the Australian Taxation Office is supplied with the names, addresses, birth dates and HECS liability of relevant students of the University.

Confirmation of Enrolment

Confirmation of course and subject enrolment will be issued to higher education students each semester and to TAFE students, upon enrolment. Students should check their enrolment details carefully and notify Student Administration without delay of any errors or amendments using an *Amendment Form.*

Amendment forms are available from Student Administration, Faculty, TAFE School and/or Campus offices. They may be lodged at the Student Administration office at any campus.

Student Self-enrolment

The University is implementing a student self-enrolment system whereby students will enrol themselves in their course and subjects via a computer terminal. This self-enrolment system has been developed to determine the subjects into which a student may enrol and takes into account electives, majors, minors, streams and so on. This means that students are enrolled when they have selected their subjects through this method and paid their fees.

Student Identity Card

An identity card (ID) with your student number, photograph and signature will be issued to you at the time of your initial enrolment at the University. This card should be carried with you at all times, as you may be asked to produce it at any time.

Your card is required in the following instances:
admission to examinations;
re-enrolment;
library services;
computer centre services; and
travel and other concessions.

Your ID number is a unique number and should be quoted on all correspondence with the University. Proof of identity is required prior to the issuing of your ID card. Cards can only be replaced by paying a fee to the Cashier and taking your receipt together with another form of photo identification to Student Administration.

In addition, University ID cards may be used to operate photocopiers and access other services.

Complementary Enrolment

Students of Victoria University

Special arrangements can be negotiated whereby students studying toward a recognised higher education award may be given specific approval to undertake studies outside their awarding institution to count towards completion of course requirements. Such arrangements are termed 'Complementary Enrolment'.

The Director Student Affairs or nominee may approve complementary enrolment, on the recommendation of the nominee of the Dean of the relevant faculty. Approval will not be given for more than one-half of a student's course to be undertaken at another institution.

A student of the University who undertakes an approved complementary course is required on completion of the unit to provide Student Administration with a certificate of results from the host institution, whereupon, if appropriate, a 'J' result will be recorded to signify that the complementary studies have been satisfactorily completed.

Where the host institution administers a Higher Education Contribution Scheme liability in respect of a complementary enrolment that is approved by this University to count towards completion of a course, that part of the student's subject enrolment at this University relating to the complementary studies will be exempt from HECS liability.

Students of Other Institutions

Students who have been admitted to higher education award courses at other tertiary institutions will, under certain circumstances, be permitted to undertake studies at the University to count towards completion of those courses. Admission of complementary students is subject to funding, timetabling and class size considerations, and requires the approval of the Head of School or Department responsible for teaching the subjects(s) concerned.

Students of other institutions wishing to apply for complementary enrolment should obtain written approval from the Director Student Affairs (or equivalent) at their home institution, verifying their enrolment status, indicating the nature of the studies to be undertaken, and certifying that the studies, if successfully completed, will count towards the award.

Students who have produced documentation required in accordance with the previous paragraph will be exempted from payment of the General Service Fee normally required upon enrolment at the University, on the basis that they have already paid such a fee elsewhere.

Complementary students will normally be required to accept liability under the Higher Education Contribution Scheme in respect of subjects undertaken at this University. However, students should not be required to accept liability more than once in respect of any particular component of enrolment.

Enrolment Amendment and Course Withdrawal

Higher Education Students

Students wishing to reduce their study load should complete an *Application for Enrolment Amendment Form*. Students should lodge the form at a Student Administration Office.

Students who withdraw from subjects before the census date do not incur a HECS liability for those subjects. Students who withdraw from subjects after the census date, but before the late withdrawal date, do incur a HECS liability but not an academic penalty for those subjects. Students who withdraw from subjects after the late amendment date incur a HECS and an 'N2' fail for the subject. Generally, students are not permitted to withdraw after the late withdrawal date.

Students wishing to totally withdraw from studies should complete an *Application for Course Leave of Absence, Deferment or Withdrawal Form*, obtain approval from the Faculty or Department responsible for administration of the course, and lodge the approved form at Student Administration. Withdrawal from subjects or courses will not automatically be permitted after 31 March in Semester 1 and 31 August in Semester 2.

If a student withdraws from enrolment at the University during the year without being granted leave of absence, it will be necessary to re-apply for admission to the course to recommence studies at any later stage. In such circumstances, re-admission is not automatic.

TAFE Students

TAFE students wishing to reduce their load or withdraw from studies should complete the appropriate form within four weeks of the course start date.

A Word of Warning

Do not leave things to the last minute. You may receive little sympathy if you approach staff during the examination period regarding a problem that has affected your enrolment status or hampered your performance throughout the semester.

If circumstances force you to 'drop' a subject, make sure you apply to withdraw from that subject at the earliest possible time and at least before the deadline specified by Student Administration. If you do not complete the assessment for a subject for which you are enrolled you will receive a 'Fail' grade in that subject even if you have not attended classes in that subject. You will also incur a HECS liability for the subject.

Conditional Enrolment

A student, whether a commencing or a continuing student, may be permitted to enrol subject to special conditions, provisions or requirements.

Conditional enrolment means that special requirements apply for that student in addition to the normal progression regulations of the course, for a specified period of time (whether that time is measured in terms of course stages or in terms of calendar time).

Where the University attaches conditions, and where these have been formally notified to the student, the continued or subsequent enrolment by that student serves to confirm acceptance of the specified conditions. It is customary, though not obligatory, for the University to ask the student to sign and date a statement that specifies all of the following:

the period of time, measured either in calendar time or in terms of course stages, for which the special conditions will apply;

that the normal progression regulations of the course will not apply to the student for the time specified above; and

full details of the special conditions and provisions that will apply to the student during the time specified.

Conditions applicable to a student's enrolment will normally be formulated at a meeting between the student and an authorised representative of the Faculty or School. A student may, if he or she wishes, take the proposed conditions away from the meeting to consider them further. However, where this occurs the University will not be bound by the proposed conditions unless students or potential students have notified the relevant University officer in writing within three working days of the meeting of their acceptance of the conditions.

Leave of Absence (Continuing Students)

Leave of absence, for periods of up to one year initially, may be granted by the Faculty or School responsible for the administration of a student's award course. A student must submit an *Application for Course Leave of Absence, Deferment or Withdrawal Form* available from Student Administration or the relevant Faculty, School or Campus offices.

Undergraduate and Postgraduate Courses

A completed *Application for Course Leave of Absence, Deferment or Withdrawal Form* including a recommendation from the appropriate School or Department should be approved by the Faculty or School prior to the enrolment census date for the semester in which the leave is to commence.

The Faculty or School will advise students in writing regarding the outcome of their application.

Where leave of absence is approved for Higher Education students after the relevant enrolment census date, students will remain liable for HECS contributions in respect of their enrolment in that semester.

Doctor of Philosophy and Masters by Research

Students should approach the Postgraduate Studies Unit, Footscray Park Campus for advice regarding application for leave of absence. Application forms can be obtained from the Unit or any Student Administration office.

Personal Details

Students who change their name, address or emergency contact should do this in writing by completing a *Personal Data Amendment Form* available from Student Administration.

Students requiring a change of name must produce documentary evidence (e.g. marriage certificate, statutory declaration) in addition to completing a *Personal Data Amendment Form*.

Fees and Charges

Fee enquires may be directed to Student.Fees@vu.edu.au or to any Student Administration office on campus.

Students are required to pay all the fees for which they have been assessed including the General Service Fee, Building Levy and TAFE tuition fees or accept HECS liability after lodging an enrolment form or during self-enrolment. Once payment is completed the University will validate the student's enrolment.

Enrolment for any semester is not valid until all relevant payments have been made.

General Service Fee

In addition to tuition costs, students are required to pay student service and amenities fees. These fees are paid to the University to fund a variety of non-academic and general services, activities and facilities of benefit to all students.

In 2002 the General Service Fee (GSF) for students other than full fee paying students will be:

For enrolment in higher education subjects: $2.44 per 0.01 equivalent full-time student unit.

For enrolment in technical and further education subjects: $0.338 per student contact hour.

A building levy of $40 for enrolment at one or more of the University's Australian campuses to a maximum of $40.00 per student.

A building levy of $20 for students in receipt of a youth allowance at the time of enrolment.

The following specified classes of students enrolled in TAFE courses are granted an exemption from the liability to pay that part of the GSF charge generated by any enrolment over the specified SCH's:

VCE Students, up to and including 338 SCH

Traineeship & Apprenticeship Programs, up to and including 242 SCH

Tuition fee concession students (AUSTUDY), up to and including 375 SCH

Exemption from Tuition Fees students, up to and including 48 SCH

Other students enrolled in Technical and Further Education courses, up to and including 720 SCH

For off campus enrolment in either higher education or technical and further education courses: $15 per student

An alumni association membership levy of $11.00 to a maximum of $44.00

PAYMENT OF FEES IS REQUIRED BY THE DATE SPECIFIED ON THE ENROLMENT OFFER.

Students who are unable to complete payment of their fees on time should seek an extension of time from student financial aid counsellors.

TAFE tuition fees are levied in accordance with State Government Policy.

Note that the fees quoted for 2002 are subject to Council approval..

Exemptions

In cases of hardship, students can contact Student Services staff at your campus.

Reimbursement of Fees

Higher Education Students

Upon application, refunds (full or partial) will be granted on any of the following grounds:

a student withdraws from a course of study at the University by the census date;

a student changes from full-time status to part-time status within a given semester by the census date;

a student withdraws from study in an approved course for one semester before the deadline specified for that semester.

Refunds will be processed provided that the relevant enrolment amendment form or withdrawal form has been received and authorised by the census date.

Students should apply for a refund of fees on an *Application for a Refund Form* where they believe they are entitled to such a refund.

The amount of the refund payable will be determined according to the date of lodgement of the *Enrolment Amendment Form* at Student Administration or other authorised office within the University.

Before 31 March – full refund

After 31 March but before 31 August – refund of second semester GSF paid only

After 31 August – no refund is payable unless students can show there are special circumstances in their case.

A sum of $11.00 is retained from refunds of the General Service Fee and $5.00 from refunds of the building levy.

TAFE Students

TAFE fees will be refunded to students who withdraw from the course within four weeks of commencement in order to take up a place at another tertiary institution.

Students who withdraw from a course within four weeks of commencement of classes for other reasons will be entitled to a refund, minus the $56.50 minimum TAFE tuition fee.

When withdrawal of subjects takes place within four weeks of course commencement and results in a lower tuition fee, students will be entitled to a refund.

Higher Education Contribution Scheme (HECS)

HECS Liability – To Whom Does It Apply?

A student enrolled in an accredited, non-exempt higher education course at the census dates of 31 March for Semester 1, 31 August for Semester 2, and 15 January for Semester 3, will incur a HECS liability. The liability is determined according to the study load undertaken expressed as a proportion of the normal full-time load for each students year of course.

For details of HECS please refer to the booklet *HECS–Your Questions Answered 2000* published by the Department of Education, Training and Youth Affairs. Copies are distributed at enrolment and are available from the Student Administration offices on each campus.

Up-Front Payment Option

The HECS legislation allows students to discharge their liability Up-Front and receive a 25% discount. Students selecting the Up-Front payment option at enrolment for a given semester must pay

their full current semester HECS liability less 25% within seven days of the enrolment registration invoice being produced.

HECS Partial Up-front Payments

The Commonwealth Government has introduced a change to HECS procedures so as to allow students to make partial up-front payments. Students may make one payment of $500 or more towards their HECS liability for that semester and a 25% discount will apply to a partial up-front payment of $500 or more. The discount will work in the same way as the 25% discount for full up-front payments. However, when a partial up-front payment is made, the remaining HECS contribution will be deferred through the taxation system.

Deferred Payment Option

Non-exempt Higher Education students who do not wish to pay HECS up-front upon enrolment must complete and sign a *Payment Option Form* selecting the Deferred Payment method.

Under the Deferred Payment Option students must, at enrolment, either:

provide a valid tax file number; or

not having a tax file number or not having access to their tax file number, apply to the Australian Taxation Office (ATO) for a Tax File Number and provide it to the University before the enrolment census date. Where the number is not made available to the student by the census date, the ATO will provide a Certificate of Application, which the University will accept in place of a Tax File Number.

Guidelines for Up-front Payment

Students who have made up-front payment and who then withdraw from part or all of their semester subject enrolment before the relevant census date will normally be entitled to a proportional HECS refund.

HECS refunds will not generally be paid by the University until the enrolment confirmation period is ended—that is, before 30 April in Semester 1 or before 30 September in Semester 2.

Payment Options for New Zealand Citizens

New Zealand citizens who commenced their course of study on or after 1 January 1996 must pay their HECS contribution up-front without a discount. New Zealand citizens continuing a course of study which began before January 1996 must also pay their HECS contribution up-front without a discount, unless they have been a resident in Australia for a continuous period of more than two years.

Differential HECS Contributions for Commencing Students Only

Differential HECS contributions apply to students commencing a new course of study after 1 January 1997. The HECS liability for each unit depends on which of three bands the unit is classified.

Communication from the University to Higher Education Students on HECS Liability

The University will issue to each higher education student two documents about their HECS liability each semester, namely:

An Enrolment Offer showing the student's personal details, the subjects the student is enrolled for in the current semester, the Effective Full-Time Student Unit (EFTSU) value for each of these subjects, the aggregate EFTSU, the HECS liability amount and the up-front payment amount for the current semester. The form will be sent or given to Higher Education students before 15 March in Semester 1 and before 15 August in semester 2 and in early January for Summer School.

A Taxation Invoice and Final Statement of HECS Liability' will be sent to all Higher Education students early in April (for semester one) and mid-September (for semester two). This notice will show: the aggregate EFTSU enrolment as at the Census Date; the resulting semester HECS liability; the amount of HECS liability paid for the current semester; the amount of any HECS liability to be reported to the Australian Taxation Office; and where applicable, the amount of any refund due from the University.

Students will have fourteen days from the date of issue of a 'Final Statement of HECS Liability' to lodge a written objection (giving reasons) at Student Administration. The only valid grounds for such an application are that the University has made an error in recording the students subject enrolment, in calculating the HECS liability, or in recording a HECS payment. Such applications for amendment will generally be considered before 1 May in semester one and before 1 October in semester two, and students will be formally advised of the outcome.

Tax File Numbers

Handling of Tax File Numbers by University Staff

Tax File numbers submitted by students or received from the Australian Taxation Office will be kept secure and confidential and no unauthorised person will be permitted access to this information.

Collection of Tax File Number Information by the University

If a student provides a Tax File Number that does not conform to the specifications provided by the Australian Taxation Office, the responsible University Officer has the authority not to accept or process the student's enrolment.

If a student fails to provide a Tax File Number or a Certificate of Application from the Australian Taxation Office by the enrolment census date, then the responsible University Officer has the authority to terminate the student's enrolment.

Postgraduate Education Loans Scheme (PELS)

The Postgraduate Education Loans Scheme is an interst free loans facility for fee-paying Postgraduate students undertaking non-research courses. It is similar to the deferred payment arrangements available under HECS.

Eligibility

You are eligible for a PELS loan if you are:

Enrolled in a fee-paying postgraduate non-research course and,

An Australian citizen or holder of a Australian permanent visa (who meets eligibility requirements)

Loan Available

You can borrow up to the limit of your tuition fees being charged for your course each semester. You will begin repaying your loan through the taxation system once you repayment income reaches the minimum threshold for compulsory repayment.

Further Information

The information booklet, *PELS Your Questions Answered,* published by the Department of Education, Training and Youth Affairs, contains more detailed information about the scheme. Copies are distributed at enrolment and are available from the Student Administration offices on each campus.

Further information is also available on the following website: www.hecs.gov.au/pels.htm or by calling PELS enquiry line on 1800 020 108

Assessment

All enrolled students are eligible for assessment in each of the subjects in which they are enrolled. In most subjects offered by the University there will be more than one assessment task or component of assessment during a semester.

The components of assessment for each subject will vary but may include attendance, examinations, tests, exercises, practical tasks, essays, assignments, articles, theses or other work.

More precise details of the assessment for each subject will be provided by the School or Department Examination Board for that subject not later than two weeks after commencement of teaching in the subject. These details will include:
the nature of each component of assessment;
the approximate length or extent of each of the components;
the approximate due date for each component;
the proportion of total marks assigned to each component; and
the standard deduction of marks for late submission.

The Examination Board for each subject will consist usually of the Head of the relevant School or Department (as Chairperson) and the examiners for the subject. Usually there will only be one examiner for each subject who will be one of the members of staff teaching the subject. The examiner(s) will be appointed by the end of the second week in each semester. The examiners may be assisted in correcting work by assistant markers appointed by the Chairperson of the Examination Board.

The University has adopted rules in relation to assessment and the supervision of assessment. These rules form Part 1 of the Schedule to a Statute of the University (Statute 6.3.1—Assessment). A copy can be obtained from the Head Legal and Policy Secretariat, telephone (03) 9688 4022. These rules are normally reproduced by Student Affairs and displayed alongside the final examination timetable.

Assessment is available only to students of the University

Students cannot have results for an examination in a subject in which they have not formally enrolled; check carefully your Enrolment Registration and HECS Liability Statements to ensure that your enrolment is correct in every detail.

Examination Timetable

The final examination timetable is posted on University noticeboards and web site www.vu.edu.au approximately four weeks before the examination period begins. It is your responsibility to check this timetable for any clash, and to refer any clash to the appropriate examinations officer in Student Administration on your campus.

You will *not* be given special consideration if you misread the examination timetable and miss an examination, nor will you be entitled to another examination.

No information about the examination timetable will be given by telephone.

Conduct of Examinations

Enquiries about examinations may be directed to examinations@vu.edu.au or to any Student Administration office on campus.

Examination sessions will normally commence at:

9.00am   morning examination sessions

1.30pm   afternoon examinations sessions

6.00pm   evening examination sessions

unless otherwise indicated on the published timetable.

Students will be admitted to the examination room at those times and given fifteen minutes at the commencement of the session for the purpose of reading the paper. Any variation of this practice will be notified to students in the printed timetable. As a rule, no writing or note-making is permitted in this reading time. A member of the academic or teaching staff will be present at the beginning of each examination in campus-based venues to answer any inquiries about the question paper.

Before entering the examination room, students must ascertain their seat numbers from lists posted on the University noticeboards and web site www.vu.edu.au. Lists are usually posted two days prior to the commencement of examinations. Any student who has not been allocated a seat number should report immediately to the Student Administration office before the commencement of the examination session.

No student may enter the examination room more than half an hour after the commencement of the session or leave the examination room until half an hour after the commencement of the session or during the last quarter of an hour of the session.

You may bring into the examination room: pens, ink, pencils, rulers, erasers and mathematical instruments (see below for use of calculators and electronic devices).

You may not bring into the examination room any book, paper or other material that has not been specifically authorised for use at that particular examination: if, during an examination, you are found to be in possession of such material, you will be reported as having breached examination rules and may face disciplinary action.

You are strongly advised not to bring to examinations any unnecessary clothing, papers, books, bags, handbags, wallets, folders, valuables or other personal items. You will not be permitted to bring into the examination room any bag, handbag, folder, pencil case, calculator case, mobile telephone, 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 to each of your examinations.

Further information about the conduct of the examinations is given in the Notice to Students published with the examination timetable and on the University's web site: www.vu.edu.au.

Academic Misconduct

Students should note that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct could be excluded from the University. The period of exclusion will vary depending on the circumstance of individual cases.

The following are some of the actions which have resulted in students being found guilty of academic misconduct:
taking unauthorised materials into an examination;

submitting work for assessment knowing it to be the work of another person;

improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;

disobeying any reasonable instruction of a supervisor;

directly or indirectly assisting other students or accepting assistance from any person other than a supervisor.

Possible penalties if found guilty of academic misconduct are referred to in Statute 2.7 and include:

a formal reprimand;

forfeiture of the whole or part of any assessment in the subject to which the misconduct relates;

the imposition of a fine of not more than $500;

suspension or exclusion from the course in which the student is enrolled.

Special Consideration

Students may apply for special consideration if their work during a teaching period or examination or other assessment has been gravely affected by illness or other serious cause.

Application must be made no later than three days after the date of submission of the assessment for which special consideration is sought. Applications seeking an extension of time to complete a component of assessment should be made to the relevant School or Department. All other applications should be made to the Executive Officer of the Faculty concerned or the TAFE Executive Officer.

Where students have been prevented by illness or other cause from making application within the three-day period they can make a late application setting out the reasons why the application could not be made earlier.

A successful application for special consideration may result in the student being allowed to undertake supplementary or further assessment.

Students will not be given special consideration for misreading the examination timetable.

Students with Disabilities – Alternative Arrangements

Students with a disability which puts them at a disadvantage in written examinations, should advise the Faculty or TAFE Executive Officer at least six weeks before the beginning of the examinations or immediately their disability is known to discuss alternative arrangements for examinations.

Use of Linguistic Dictionaries

Students may apply to use an English language dictionary in an examination during the first two years of enrolment in the University if:

the student has arrived from a non-English-speaking country within the last five years;

the student has regularly attended an approved program designed to improve their language skills.

These are general guidelines only and criteria may vary with individual subject assessment requirements. An *Application to Use a Dictionary Form* is available from Student Administration offices and must be presented together with a dictionary registered with Student Administration.

Use of Electronic Linguistic Dictionaries

The use of electronic linguistic dictionaries is not permitted.

Use of Computers and Electronic Calculators

Faculties, Schools and teaching Departments are responsible for determining which materials will be allowable for use in examinations. Students should refer to individual subject guides for details about the use of calculators and electronic devices. Generally, students will be allowed to bring into an examination room only pens, pencils and non-electronic mathematical instruments unless otherwise specified in the subject guide.

Further Assessment

Before the results of assessment for any component of assessment are published, the examiners may administer a further component of assessment to resolve any doubts as to whether a student has reached the required standards, or about the grade to be awarded to the student.

This means it is vital that students ensure they can be easily contacted between the time a component of assessment is completed and results are published.

Notification of Results

The final results for any subject will not be officially notified to students before the completion of assessment in that subject and their formal publication.

No information regarding results will be given by telephone.

A further component of assessment – oral, written or practical – may be administered by the examiners in any subject at short notice and before the publication of results. Students should therefore ensure that they can be easily contacted until the publication of results.

Review and Reports

Students may apply to have an assessment of any work re-marked or to be given a report on their assessed work. These applications may be subject to a fee.

Applications must be made to the Chairperson of the relevant Examination Board within seven days of the day upon which the results of assessment were published or become available for collection.

Students will be notified of the results of any review of their work.

Subject Assessment and Grading

Grades for Year 2001 are as follows.

Division 1 – Grades For Assessed Subjects (including theses)

A: Grades for Honours subjects, theses and subjects taken in Postgraduate course

Grade	Definition
H1	First Class Honours, 80–100%
H2A	Second Class Honours, Upper, 70–79%
H2B	Second Class Honours, Lower, 60–69%
H3	Third Class Honours, 50–59%
N	Fail, 0–49%
S	Ungraded Pass

B: Grades for other subjects

Grade	Definition
HD	High Distinction, 80–100%
D	Distinction, 70–79%
C	Credit, 60–69%
P	Pass, 50–59%

N1   Fail, 40–49%
N2   Low Fail, 0–39%
S   Ungraded Pass*
U   Ungraded Fail

C: Competency Based Grades (TAFE)
CC   Achieved Outstanding Competency
CP   Achieved Competency – Highest Grade Awarded
PP   Achieved Competency
NN   Competency Not Achieved

D: **Codes For Incomplete Assessment**

Code	Definition
X	Continuing Subject
L	Not yet Assessed – Special Cause**
RO	Result Outstanding

NOTE: *The grade 'Recognition of Prior Learning' also appears as 'S' Ungraded Pass.

**An *L* grade is required to be converted to a final result within one semester and prior to the commencement of the following academic year, otherwise the assessment automatically lapses to a fail - Higher Education subjects only.

E: **Additional Codes**

Code	Definition
SC	Satisfactory Completion of Class Hours
UC	Unsatisfactory Completion of Class Hours
SE	Subject Exemption
E1	Exempt Semester 1 (full year subject)
E2	Exempt Semester 2 (full year subject)
CE	Joint Course/Complementary Enrolment (Result issued by other Institution)
WT	Withdrew – Transferred
WN	Withdrew – Failed
WD	Withdrew – Without Academic Penalty
WL	Withdrew – Late

Division 2 – Grades For Honours Years, Honours Degrees, Degrees with Honours and Degrees of Master, assessed as a whole

Grade	Definition
H1	First Class Honours
H2A	Second Class Honours, Upper
H2B	Second Class Honours, Lower
H3	Third Class Honours
P	Pass
N	Fail

Course Assessment and Grading

Special provisions are made on a course-by-course basis for students who encounter difficulties with academic progress. The provisions for Stage Completion and Faculty Passes detailed below should be read in conjunction with the course-specific progress regulations that appear in the Faculty Details of Courses.

Stage Completion

Some courses are formally divided into stages. These are identified in the details of courses.

Following final assessment in all subjects within a course semester, course year or other defined course stage, a student may receive a stage grading as follows:
stage completed, all subjects passed;
stage completed by compensation.

Stage completion by compensation will only be granted to a student who, though not passing all individual subjects, has aggregated grades above pass level and at a standard appropriate for progression to the subsequent course stage. Stage completion

by compensation is not a pass in the subject and might not be recognised by all appropriate professional bodies.

Procedures for stage gradings in particular courses are as recommended by academic course departments or faculties and approved by the University.

Faculty Pass (Higher Education Courses Only)

Faculty passes are only available to students who were enrolled in the University in 1991 and who have not since then discontinued their studies (other than by taking approved leave) or changed their course.

A Faculty Pass may be awarded to a student who has passed (at P grade or better), all but one of the units (subjects) required to complete their higher education course and qualify for the relevant award.

The mark in the outstanding subject must not be less than N1.

The student must have gained sufficient marks in the subjects passed within the award to compensate for the shortfall of marks in the failed subject.

The award of a Faculty Pass shall not be interpreted as a pass in the given subject.

A Faculty Pass will not be awarded in respect of a subject that is a prerequisite for another subject.

Students who have passed all but one of the subjects required to gain an award, and who have been issued an N1 grade in the outstanding subject, may apply for a Faculty Pass by writing to the Faculty responsible for administering the course, clearly stating the basis of their entitlement to such a Pass.

The Pass is awarded at the discretion of the Dean of the Faculty administering the course in which the student is enrolled.

Requirements for Granting of Awards

The policies set out below represent the basic rules relating to the granting of a University award. Additional rules or requirements set by the Faculty are included in the Faculty section of this *Handbook*.

Partially Completed Courses

Where a student enters a University course by transfer from incomplete studies at another institution, that student must complete at least the final full-time year (or equivalent) of the course to qualify for the University award. This applies to all courses that are longer than one year of equivalent full-time study in duration.

This means, for example, that a student entering a three-year course having previously completed over two years of a comparable award at another institution can receive, at a maximum, two years' advanced standing in the Victoria University course.

Completed Courses – Maximum Advanced Standing

A student with a completed award must complete, at a minimum, the equivalent of at least one year's full-time study in order to qualify for any subsequent University qualification at a comparable level.

Maximum Time for the Completion of Awards

To be eligible for the award of a Degree, Diploma, Associate Diploma, Advanced Certificate or Certificate, a student is required to complete all course requirements within the course progression regulations within the University. maximum periods of time, unless such provision is specifically waived for that student by the University.

Maximum times for completion of awards are as follows:

Certificate	5 years
Advanced Certificate	5 years
Associate Diploma*	8 years
Undergraduate Diploma	10 years
Undergraduate Degree of 3-years duration full-time	10 years
Undergraduate Degree of 4 years duration full-time	12 years
Graduate Diploma	6 years
Graduate Certificate	3 years

*Including time taken to complete preliminary Advanced Certificate year where applicable.

The time periods are taken from the beginning of the first semester for which the student was enrolled in the course, until the completion of all course requirements, and may include time elapsed due to deferment, suspension or voluntary withdrawal from the course.

Note: The maximum completion times apply in the absence of specific course requirements. For specific courses, shorter maximum time periods can be specified, and where this is the case, the shorter time limit will apply.

Academic Progression

Unsatisfactory Progress

The demand for tertiary study places exceeds the number of places available. Every year a considerable number of applicants fail to gain entry to the University. It is assumed that every person selected into an award course has the capacity to succeed. However, if students do not progress satisfactorily, they will be asked to show cause as to why they should be permitted to continue in the course.

An important aim of the University is to assist its students to succeed. Therefore, students should make use of the free counselling services provided if they are encountering problems or difficulties that are affecting their studies. These difficulties could include problems in organising time, financial difficulties, personal problems or difficulties in writing and presenting assignments and essays.

On the recommendation of the relevant Faculty or School, the University may specify academic progression rules for each individual course. Students should carefully read the progression rules relating to their course of study as detailed in the relevant section of the Handbook or in course regulations.

A student who fails to make satisfactory progress in a course of study is liable for exclusion from that course. This applies where a student does not achieve a satisfactory performance on a component of assessment, fails to attend without good reason for the performance of a component of assessment, or does not perform a component of assessment. In these cases, the relevant Faculty, School or Department, after investigating the circumstances and allowing the student to be heard, either personally or through a representative, may notify the student in writing that he or she has made unsatisfactory progress in a subject.

In addition to notifying the student of unsatisfactory progress, the relevant Faculty or School may also notify the student that it intends to make a recommendation to the Academic Board or the Board of TAFE that the student be excluded or suspended from the course or only be allowed to continue under certain specified conditions. As a general policy, the following will form part of all award course progression regulations within the University.

Students may not:

enrol in any sequential subject without having passed all prerequisite subjects; or

enrol in any unit with a co-requisite subject without having either previously passed the co-requisite subject or enrolling simultaneously in the co-requisite subject.

In reaching its decision about what action should be recommended with respect to unsatisfactory progress by a student, the faculty or school may establish one or more committees to consider the circumstances and hear any submission that a student wishes to make.

After receiving a recommendation from a faculty or school, the Academic Board or the Board of TAFE, as appropriate, may exclude or suspend the student from a course.

Alternatively, the relevant Board may specify the conditions under which the student may continue in a course.

Special arrangements will apply to doctoral students and students undertaking masters degrees by research who should seek advice on those arrangements from their supervisors.

Any student who is notified of unsatisfactory progress should seek assistance from Student Services staff or the Student Union at the earliest opportunity.

Discipline

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

The University operates within the provisions of a Statute dealing with discipline (Statute 4.1—Discipline). The full text of this Statute is printed in the Calendar.

Plagiarism

Paragraph 11(3)(d) of the Schedule to Statute 6.3.1—Assessment states that a student shall not, during or in connection with the performance of any component of assessment, submit, or represent the whole or part of published or unpublished material, written or prepared by some person or persons other than that student, as being the work of that student.

Any student committing a breach of this rule shall be guilty of a disciplinary offence and all further proceedings will be conducted in accordance with Statute 4.1—Discipline, and Statute 2.7—The Discipline Committee.

Procedures Relating to the Graduation of Students from Award Courses

This information relates to graduation from Certificate, Advanced Certificate, Associate Diploma, Diploma, Degree, Graduate Certificate, Graduate Diploma, Masters Degree and Doctoral award courses of the University.

Upon satisfying all the requirements of an award course a student is regarded as a graduand and is eligible to become a graduate. When you have completed or nearly completed a course you are required to submit an Application for an Award Form. Forms can be collected from and handed in at the Enrolment Management office at any campus of Victoria University or downloaded from the University Website.

Forms must be completed before the set closing date.

Graduation ceremonies in 2002 are scheduled as follows:
20 February 2002   Hong Kong

23 February 2002   Malaysia
26 February 2002   Singapore
Applications close 28 September 2001

22 to 26 April 2002:
Application closing date is 21 December 2001.

10 & 11 October 2002:
Application closing date is 9 August 2002.

A graduation fee and guest ticket charge applies if you decide to attend a graduation ceremony.

Academic Dress

The wearing of academic dress on ceremonial occasions is one of the traditions that is attached to universities. Victoria University has based its academic dress on the basic style of Oxford. It consists of a gown, a cap or bonnet, and a hood which represents the discipline of the degree.

Division of TAFE Certificants: A black gown and black cap.

Division of TAFE Diplomates: A black gown and black cap with a black stole faced with the colour tangerine.

Bachelors: A black gown and black cap with a black hood half lined with the discipline colour as follows:

Ruby	Arts
Ultramarine	Business or Business Administration
Cherry	Education
Silver Grey	Engineering
Old Rose	Health Science
Grape	Music
Buff	Psychology
Spectrum Green	Science or Applied Science
Buttercup	Social Work

Higher Education Diplomates and Certificants: A black gown and black cap together with a black stole faced in the discipline colour.

Masters: A black gown and black cap with a black hood fully lined with the discipline colour.

Doctorates: A black bonnet with a gold cord and scarlet gown with a facing of the discipline colour and black hood fully lined in the discipline colour as follows:

Adonis Blue	Doctor of Business
Cherry	Doctor of Education
Charcoal Grey	Doctor of Engineering
Ruby	Doctor of Letters or Laws
Sapphire	Doctor of Philosophy
Old Gold	Doctor of Psychology
Spectrum Green	Doctor of Science
Sky Blue	Doctor of the University

Credit Points

The credit point system provides a uniform basis for establishing subject relativities and values within a course. The objectives of the credit point system are to:
simplify and standardise the relativities and values within a course in relation to EFTSU and Higher Education Contribution Scheme (HECS) calculations;
provide a uniform measure of total student workload across all higher education programs; and
allow students to make informed judgements on their likely workload in subjects across various disciplines

What is a credit point value?

The value of a credit point is determined by the total student effort involved in the completion of a subject and includes private study hours, tutorial or laboratory work, library and research work together with formal class contact hours. The credit point value of a subject reflects its academic weight and the total amount of effort relative to other subjects within a course. There is no link between credit points and contact hours.

What type of credit point system?

The University has introduced a standard course value system of credit points. This means that all courses within the higher education sector of the University will have the same number of credit points for each year of a course.

How many credit points?

The University has adopted a system of 120 credit points for each year of a course. Thus a three-year degree program will equal 360 credit points, a four-year degree 480 credit points and so on.

How can I identify my enrolment load?

0–44	credit points per semester will equal a part-time load
45–60	credit points per semester will equal a full-time load
0–90	credit points per year will equal a part-time load
91–120	credit points per year will equal a full-time load.

EFTSU

All universities are required to calculate individual student enrolment load per year of a course. The Department of Education, Training and Youth Affairs expresses the value of an enrolment load as a percentage of 1, which is considered to be the total value of a standard, full-time course load. This unit of measurement is referred to as an Equivalent Full-Time Student Unit or EFTSU.

For example, a part-time student may record an EFTSU value of 5, indicating that the load for which the student is enrolled carries a value equivalent to half the standard student load for that course.

Services Available to Students

Careers and Employment Service

The Careers and Employment Service provides an innovative range of services to students of Victoria University. These services include:
Careers Counselling
Careers Development Programs
Graduate Employment Services
Careers Resource Centre
Online Careers Resources – Careers and Employment Service website: www.vu.edu.au/careers/
Careers Counselling

Careers counselling can help you make informed decisions about study/career paths, preparation for the job market and planning your career. To book an appointment with a Careers Counsellor contact the Careers and Employment Service at Footscray Park Campus on (03) 9688 4418 or St Albans Campus on (03) 9365 2399.

Student counsellors at all Victoria University campuses also offer Careers counselling. Appointments can be made by contacting either Student Services on your campus, or your campus student counsellor.

Careers Development Programs

The Careers and Employment Service provides a range of free career preparation workshops throughout the academic year which are designed to assist Victoria University students in their preparation for the job market. Workshops offered include:
Preparing Professional Written Applications
Interview Techniques & Preparation
Creative Job Search Strategies.

Graduate Employment Services

The Careers and Employment Service provides students with access to a wide range of graduate employment opportunities covering a broad range of study areas and occupations. Major graduate employers such as BHP, Ericcson, Lend Lease, ANZ, KPMG, Southcorp, Unilever, Australian Public Service agencies, Mars, Holden and Ford, are just a small sample of the graduate recruiters who promote their graduate programs through the Careers and Employment Service at Victoria University.

Many of these employers begin their recruitment campaigns early in 1st semester. Consequently it is highly recommended that students begin their search for graduate employment at the beginning of their final year.

Graduate employment vacancies and notification of on-campus employer information sessions can be obtained through the Careers Newsletter, the GradJobs email list and via careers noticeboards which are strategically located across the University.

Careers Resource Centre

The Careers Resource Centre holds a variety of useful resources (print and video) to assist students in developing their knowledge about careers and preparation for the graduate job market.

Resources and information are available about:
Graduate employers
Occupations
Professional associations
International career and study opportunities
Course directories for TAFE, undergraduate and postgraduate study
Preparation for the job market (resumes, interviews, Job search).

The Careers Resource Centre is located at Student Services, Building M, Level 2, Footscray Park Campus. A large number of resources are also held in Student Services, Building 4, St Albans Campus, with smaller holdings on other Victoria University campuses.

Students can also email enquiries to careers@vu.edu.au (enquiries must include the student's name, course and student ID number).

Online Careers Resources

The Careers and Employment Service web site www.vu.edu.au/careers/ provides students with access to a broad range of online careers resources to assist in career exploration and preparation for the job market. There are over 1000 web links on the Careers and Employment Service web site, including links to:
400+ graduate employers
65+ professional associations
90+ overseas work and study opportunities

There is also an online suite of careers information brochures with a selection of articles to assist students in their career planning and preparation. Examples include:
Developing Career Skills: An Action Plan For Students
Why Join a Professional Association?
Writing a Winning Job Application
The Graduate Job Interview
Job Interviews: Tips For Not Freaking Out
Job Search Strategies for International Students

Final year students are advised to regularly check the _Careers Newsletter_ and subscribe to the _GradJobs_ email list via the Careers and Employment Service web site.

Children's Services

Victoria University has Children's Centres located on five campuses – Footscray Nicholson, Footscray Park, Newport, St Albans (Jindi Woraback) and Werribee.

Each Centre provides educational programs that 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.

The Footscray Park, Newport and Werribee campus Children's Centres and Jindi Woraback provide a funded and integrated preschool program with a qualified Early Childhood (Kindergarten) teacher.

Families using the University's Children's Centres are eligible to apply for Child Care Benefit (CCB) through the Family Assistance Office (FAO) – formerly Centrelink. The FAO is responsible for assessing family income and determining the percentage of Child Care Benefit families receive. For further information please contact your local Family Assistance Office.

City Flinders, City King and City South Melbourne Campuses

Telephone: 9688 4418

A Referral Service has been developed for the city campuses to assist families in finding suitable childcare. Telephone the Manager, Children's Services, on 9688 4418 for further information.

Footscray Nicholson Campus

Telephone: (03) 9284 8698

The Footscray Nicholson Campus Children's Centre is located on the Ground Floor, Hoadley Building, Albert Street, Footscray. The Centre caters for a maximum of 39 children aged 3 months to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday.

Footscray Park Campus

Telephone: (03) 9688 4418

The Footscray Park Campus Children's Centre is located at 8 Geelong Road, Footscray. The Centre caters for a maximum of 42 children aged 3 months to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

**Jindi Woraback Children's Centre
(St Albans Campus)**

Telephone: 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 parents and representatives from the University and the Brimbank City Council. The Centre caters for children aged from birth to 6 years on a full-time (weekly), daily, sessional (half day), occasional care basis. A funded preschool program and a vacation care program for primary school aged children are also provided. The Centre is open from 7.00am to 6.00pm, Monday to Friday.

Melton Campus

Telephone: (03) 9747 7500

The Brookfield Preschool operates from the Melton Campus Children's Centre and is located at the Wilson Road entrance of the Campus. The Centre offers sessional kindergarten programs for three- and four-year-old children.

Newport Campus

Telephone: (03) 9284 8476

The Newport Campus Children's Centre is located in Building K, Champion Road, Newport. The Centre caters for a maximum of 42 children aged 3 months to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday. The Centre provides a fully integrated and funded preschool program.

Sunbury Campus

Telephone: (03) 9688 4418

Currently, there is no childcare provided on the Sunbury Campus. For information regarding childcare centres in the local area, contact the Manager, Children's Services on 9688 4418.

Werribee Campus

Telephone: (03) 9748 9568 or (03) 92168098

The Werribee Campus Children's Centre is located in Hoppers Lane (at the entrance of the Campus), Werribee. The Centre caters for a maximum of 45 children aged 3 months to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis.

The Centre is open from 7.15am to 6.15pm, Monday to Friday and offers a state-funded preschool program incorporated within the educational program.

Education Abroad

The University has partnerships with several organisations which assist the University in the delivery of a range of courses in off shore teaching sites including Hong Kong, Singapore and Malaysia. This unit provides administration support to the offshore students enrolled in these courses. In addition it has responsibility for developing and implementing student support services programs in the offshore sites.

Graduating Students

The Centre for Graduating Students and Education Abroad is responsible for the administrative provision of all awards and statements for the University. When you have completed or nearly completed a course, you are required to submit an Application for an Award form. Forms can be collected from and handed into the Enrolment Management Office at any campus of Victoria University or downloaded from the University website. The organisation of all conferral ceremonies, both onshore and offshore, is also the responsibility of this unit.

Centre for Graduating Students and Education Abroad
Telephone: 61 3 9365 2846
Fax: 61 3 9365 2853
Email: graduate@vu.edu.au
Website: www.vu.edu.au
Located   Building 4C, 141, St Albans Campus

Optometry and Dentistry

The Student Union operates optometry and dental services through local agencies. All enquiries should be directed to the Victoria University Student Union Resource Centre Building M, Level 2, Footscray Park Campus. Telephone: 9688 4065.

Health Practice Unit

The Faculty of Human Development operate a Health Practice Unit at the St Albans Campus, providing a range of therapies such as acupuncture, massage and herbal medicines. Cost for students is very modest. Telephone: 9365 2625.

Independent Access: Students with Disabilities

Counselling, support and information for students with access disabilities are available from Student Services on all campuses.

Assistance is available to students with disabilities for day-to-day issues of personal, academic, housing, career and financial matters; identification of support needs; and applications for alternative examination/assessment arrangements and special consideration.

Further information and advice concerning support services for students with a disability can also be obtained by contacting the Disability Liaison Unit at the Equity and Social Justice Branch at Footscray Park Campus on telephone: (03) 9688 4598.

Orientation

Orientation Week (O-Week) is an annual event which is held at the beginning of Semester 1. During this week, a wide range of events are organised by the individual Faculties and Student Union to provide opportunities for students to meet each other and also to gain an awareness of the activities and services provided by the various University departments.

The Student Union distributes an Orientation Handbook. 'The Survival Guide'. is published annually and includes information about the Student Union, Clubs and Societies, services available to students and a range of extracurricular activities. Further information can be obtained from the Resource Centre or the Student Union office on the City Flinders, City King, Footscray Nicholson, Footscray Park, Melton, Newport, St Albans, Sunbury, Sunshine and Werribee Campuses. (Refer to Student Union section for Campus phone numbers).

Student Services

Student Services provides support to students in a variety of ways. Staff provide academic support, personal and vocational counselling, help with finance, housing and health services.

Student Services offices are located on most campuses and are open Monday to Friday during normal working hours, or after hours by appointment. For further information contact Footscray Nicholson campus on 9284 8801, Footscray Park campus on 9688 4418, St Albans campus on 9365 2399 or visit our webpage: www.vu.edu.au/ss.

Accommodation

The University Student Housing Service provides students with a wide range of free and confidential services to assist with locating, securing and maintaining suitable accommodation. The Student Housing Database, including current accommodation listings, is now on the Internet to improve accessibility. The 'Housing Web' can be located at http://www.vu.edu.au/ss/housing/ and holds a current listing of all accommodation offered to the University. The Housing Web also provides a wide range of tenancy rights information and also other information such as Real Estate Agent lists and Student Village information. It provides links to a wide range of appropriate housing related services including Share Accommodation, Public Transport and Emergency Housing Services. Accommodation offers can be placed directly onto the Housing Web.

The Housing Officer is based at Footscray Park Campus and can provide tenancy advice, referral and case management as well as assistance with general housing information. At other campuses, Student Services staff can assist with accommodation inquiries. For further information, contact the Housing Officer on telephone: (03) 9688 4420 or e-mail housing@vu.edu.au

Chaplaincy

Chaplains are available at the St Albans and Footscray Park campuses. For information or appointments, telephone: 9688 4480 (Footscray) or 9365 2292 (St Albans).

Counselling – Personal

Personal counselling is available at many of the campuses. Counselling can help students optimise their emotional, social and academic well being. Students are invited to discuss any personal, family or relationship matter with one of the counsellors. Some examples of issues discussed include loneliness, difficulty adjusting to life at the University, relationships, sexuality, family difficulties, grief and loss, self-confidence and anxiety. Counselling can be contacted by telephoning 9688 4418 or 9365 2399.

Financial Assistance

Assistance can be provided to students experiencing financial difficulties. As well as helping students to work out ways of budgeting and planning, the financial advisor/counsellor can assist with claims for Youth Allowance/Austudy and fee extensions.

When discussing your needs a counsellor may be able to help you with information about financial assistance. This may include such things as emergency relief, rent assistance and various forms of Centrelink benefits.

Youth Allowance/Austudy 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 24, Austudy, 25 and over). Abstudy is a scheme 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 up to $500.00 advance on future instalments, recovered over 6 months; this can only be done once in a calendar year.

Claim forms are available on Campus, at secondary schools and Centrelink offices. Students are advised to lodge their initial claim with the nearest Centrelink office as soon as they enrol or re-enrol. Payees continuing in their current course will not have to submit another claim, but should return the Review Form sent to them within the stipulated time. Note that there is no provision for back pay if a student is not currently receiving benefits. It is important that an application for Austudy/Youth Allowance/Abstudy be lodged as soon as possible.

Loans

Student Services administers a loan scheme for enrolled students of the University who can demonstrate a genuine need. Loans are available for living expenses, bonds and rent, purchase of books, equipment or other circumstances where a student's continued study is in jeopardy.

Application forms and information sheets are available on campus from Student Services on most campuses.

International Student Support

Two International Student Advisers provide services and programs for international students in Higher Education. They are also available to provide individual assistance and support.

TAFE International services are available at the Footscray Nicholson Street Campus, telephone: (03) 9284 8517.

Services for AusAid sponsored students are available through Footscray Park Campus, telephone: (03) 9688 4780

Further information is available at Footscray Park Campus, telephone: (03) 9688 4777, St Albans Campus, telephone: (03) 9365 2399 or City Flinders Campus, telephone: (03) 9249 1159.

Further information relevant to International students is available from the International Branch at City Flinders Campus, telephone: +61 3 9248 1164.

Health Advice and Nursing Service

There are two health advisors (nurses) at the University. Typical issues that people consult the health advisors about include:
General health and wellbeing
Lifestyle issues
Women's health
Drug use issues
Men's health
Nutrition
Chronic illnesses
Family planning and sexual health
Pregnancy testing
Assistance with injuries and dressings
Referrals to community agencies
Vaccinations (at Footscray Park Campus)

The health advisors can also be contacted through Student Services on 9688 4418.

Medical Centre

A Medical Centre is located at Student Services at the Footscray Park Campus in Building M, Level 2. Doctors consult on a sessional basis Monday to Thursday.

All consultations are bulk billed on presentation of a Medicare card. For international students the Medical Centre bills Medibank Private direct. This means international students do not have to pay after their consultation provided they have their current Medibank Private card with them and they fill out a claim form at the Medical Centre. For appointments phone Student Services on 9688 4418 or drop in to Student Services

Drug Education

Substance use and abuse is an issue of considerable concern in the general community. The University has a drug education officer who can provide information on drug related issues and provide advice on how to find treatment and counselling services in the community. Education sessions on these issues can be organised for groups of students by contacting the drug education officer on 9284 8886.

First Aid

There are first aiders on all campuses of the University. Lists of first aiders can be found on the Health Medical and Allied services web page: www.vu.edu.au/ss/health/

First aiders are only to be contacted in more urgent or emergency situations. Examples of the sorts of things you might contact a first aider for include:
bleeding cuts
burns
joint injuries
suspected fractures
sudden illness
collapse

If a situation is life threatening, contact the Ambulance (0) 000 first. Be careful to state your location and the nature of the emergency. If possible have someone meet the paramedics at an easily accessible point.

Health and emergency centres close to each campus are also listed on the Health Medical and Allied services web page.

Pre-Existing Medical Condition

Any person with a pre-existing medical condition, e.g. heart condition, asthma, diabetes, or epilepsy, should make contact with one of the University's health officers (nurses) so that in an emergency the response can be quick and appropriate. The nurse can provide assistance in the management of a person's condition while studying at the University. All information is kept confidential.

Anyone wishing to advise a nurse of their medical condition can contact Student Services at the Footscray Nicholson Campus on 9284 8563, at the Footscray Park Campus on 9688 4417, or by calling Student Services on other campuses

Student Learning Unit

The Student Learning Unit (SLU) forms part of the Centre for Educational Development and Support (CEDS).

The CEDS SLU provides free English language, Maths, Science and academic skills support for students at Degree level and above.

Support is provided in the ways described in the following paragraphs.

Subject-Linked Classes

Certain subjects seem to present students with particular difficulties in the area of researching, academic reading and writing, oral presentation and/or other academic skills.

CEDS SLU staff conduct support classes linked to these subjects which focus on the academic skills needed for successful completion of the assessment tasks in that subject. Classes are also offered on a similar basis in some areas of Maths such as Business Statistics, and in certain science subjects.

Further information about these classes is available from subject guides, subject lecturers, the CEDS SLU web site or directly from the SLU main office.

General Classes

CEDS SLU staff also conduct some general classes such as Reading and Writing for Engineering Students, and Summer and Winter Schools which are open to all students.

Individual Appointments

Postgraduate students may make individual or small group appointments to discuss their essay or thesis work. A very limited number of individual or small group appointments is available for undergraduate students who would like assistance with academic skills in some particular subjects where there is no linked CEDS SLU class.

Email Consultations

Students may consult a CEDS SLU lecturer about their work using email**.** However students should discuss this with the

lecturer involved before sending work. Lecturers will comment on work, but not correct it.

Further Information

Contact Kim Borg or Bernadette Trickey CEDS Administrative Officers, on 9688 4744.

Student Organisations

The peak student body for the University is the Victoria University Student Union (VUSU). Under this umbrella there are a number of sections including the International Students Association, the Victoria University Postgraduate Association as well as many clubs and societies.

The VUSU provides a range of services through the Resource Centres and officers on each campus. These services are designed to make students' time at the University smoother and more enjoyable, and include recreation, sports, activities, advice, representation, advocacy and campaign organising.

Further information can be obtained from the Union Diary and the Survival Guide or by contacting the Student Offices at the following campuses:

City Flinders:
Student Union Office: (03) 9248 1221

City King:
Student Union Office: (03) 9284 7831

Footscray Nicholson:
Recreation Office: (03) 9284 8774
Recreation Centre: (03) 9284 8761
Student Union Office: (03) 9284 8534

Footscray Park:
Union Reception/
General Enquiries (03) 9688 4360
Resource Centre: (03) 9688 4302

Melton:
Recreation Office: (03) 9747 7552
Resource Centre: (03) 9747 7551

Newport:
Resource Centre: (03) 9284 8474

St Albans:
Student Union Office: (03) 9365 2706
Resource Centre: (03) 9365 2638

Sunbury:
Recreation Office (03) 9218 3334
Resource Centre: (03) 9218 3206

Sunshine:
Student Union Office: (03) 9284 7258

Werribee:
Recreation Office (03) 9216 8260
Resource Centre: (03) 9216 8206

Alumni Association

Alumni of the University include staff, graduates, current students, and members of the community who have a connection with Victoria University. Membership of the University's Alumni Association enhances the opportunities of members to achieve their professional aspirations. Students, graduates and staff maintain contact with one another and organise reunions, networks and business functions.

Staff of the Alumni office provide support in developing member networks and Alumni Chapters. Chapters focus on a

particular discipline and draw together graduates to form a network in a related field. There are currently Chapters in Graphic Arts, MBA, Recreation/Fitness Leadership, Arts and Traditional Chinese Medicine.

Members of the Alumni Association are sent regular information on social activities, professional seminars, mentoring programs, activities within the University and activities organised by the various Alumni Chapters. Members also receive quarterly a copy of the University newspaper *Nexus* containing the Alumni supplement bulletin, and receive invitations to specifically targeted events organised by the Alumni Chapter in their field of study.

The Association also offers many complimentary member benefits. These include continuing use of the University's library facilities after student members graduate, and discounts to a range of services such as car rental, travel, sporting goods, the University bookshop, newspaper subscriptions and hotel accommodation.

There are also several International Chapters of the Alumni Association for those graduates who return home overseas. To date, Chapters and/or networks have been developed in Hong Kong, India, Malaysia, Singapore, Taiwan and Thailand.

Membership for current students and first-year graduates is $11.00. The Alumni office is at the City Flinders Campus and is situated on the Ground Floor, 301 Flinders Lane, Melbourne. Telephone: +613 9248 1017; Fax: +613 9248 1007; Email: alumni@vu.edu.au

Travel Concessions

Rail and bus concession application forms are available at the start of each academic year from VU Student Union (Resource Centres).

Courses at Victoria University in 2002

This section lists all the courses offered by Victoria University in higher education and TAFE.

Note: All courses are offered subject to confirmation of PETE funding and authority to conduct, and minimum enrolment levels. List correct as at October 2001.

School of Building, Electrical and Information Technology

Building and Construction Department
Certificate I in Boatbuilding15562VIC [Pre-Apprenticeship]
Certificate II in Boatbuilding15563VIC [Traineeship]
Certificate III in Boatbuilding15564VIC [Apprenticeship]
Certificate I in ConstructionBCG10198
Certificate I in Construction (Off-site) BCF10106
Certificate II in General ConstructionBCG20198B Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying/Blocklaying)BCG30698 [Apprenticeship]
Certificate II in General ConstructionBCG20198 [Carpentry – Pre-Apprenticeship]
Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing)BCG30798 [Apprenticeship]
Certificate II in Carpentry and Joinery (Joinery/Stairbuilding/Shopfitting) 20082VIC
Certificate III in Off-site Construction (Joinery–Timber/Aluminium/Glass) BCF30200
Certificate II in Furnishing (Furniture Manufacturing Pre-Apprenticeship)2202ACC [Cabinet Making]
Certificate III in Furnishing (Cabinet Making)2302ABC [Apprenticeship]
Diploma of Building Design and DraftingSA3474
Certificate IV in Building DraftingSA3476
Diploma of BuildingSA3475
Certificate IV in BuildingSA3477
Diploma of the Built EnvironmentSA3472
Diploma of Building SurveyingSA3473

Building Services and Special Trades Department
Certificate III in Plumbing and Gasfitting20085VIC
Certificate I in Building and Construction (Plumbing)2102ABC
Certificate IV in Plumbing (Services Design)2402ADC
Certificate II in General Construction BCG20198P [Painting and Decorating – Pre-Apprenticeship]
Certificate III in General Construction (Painting & Decorating)BCG30498 [Apprenticeship]
Certificate II in Sign Technology20087VIC
Certificate III in Sign Industry20088VIC
Certificate IV in Sign Technology21000VIC

Electrotechnology Department
Certificate I in Electrical (Pre-Apprenticeship)14935VIC
Certificate III in Electrotechnology Systems ElectricianUTE31199 [Streams in Control, Installation and Servicing, and Process)
Certificate IV in Electrical2406ANC[Motor Control Stream]
Diploma of Computer Systems2506AJC[Internetworking]
Certificate IV in Computer Systems 2406APC[Internetworking]
Certificate II in Computer Systems2206AJC [Internetworking]
Certificate I in Computer Systems2106AHC[Internetworking]
Certificate III in Electrotechnology Entertainment and ServicingUTE30799
    [Streams in Audio-Analogue, Audio-Digital, Electronic Appliances, and Video]
Certificate III in Electrotechnology Computer SystemsUTE30599 [Streams in Business Equipment, Control, Data Capture, Networks]
Certificate III in Electrotechnology CommunicationsUTE30499 [Streams in Broadcast, Microwave and Satellite]
Advanced Diploma in Electronics Engineering Analogue and Digital (Streams in Analogue and Digital, Communications and Medical
    Equipment)UTE60399
Advanced Diploma in Computer Systems EngineeringUTE60199

Information Technology Department
Certificate II in Information Technology
    (Computer Applications)2209ABC
Certificate III in Information Technology
    (Software Applications)ICA30199 [Web Pages]
Certificate IV in Information TechnologyICA20199
Certificate IV in Multimedia14933VIC
Diploma of Information Technology
    (Software Development)ICA50299
Diploma of Multimedia14934VIC
Diploma of Information Technology21104VIC [Specialising in Network and Internet Technologies]

School of Business

Administrative and Legal Studies Department
Certificate IV in Electronic Publishing2403AFC incorporating Certificate II in Desktop Publishing2203AFC
Certificate III in Business (Legal Administration)BSA30200
Certificate IV in Business (Legal Services)BSA40200
Advanced Diploma of Business (Legal Practice)20055VIC
Diploma of Business (Administration)BSA50197
Certificate IV in Business (Administration)BSA40197
Certificate III in Business (Office Administration)BSA30197
Certificate II in Business (Office Administration)BSA20197

Management and Marketing Department
Diploma of Frontline ManagementQLD7042
Certificate IV in Frontline ManagementQLD7041
Certificate III in Frontline ManagementQLD7040
Certificate IV in Business (Human Resource Operations)20051VICB
Diploma of Business (Human Resource Practice)20053VICB
Advanced Diploma of Business (Human Resource Management)20055VICB
Advanced Diploma of Management14246ACT
Diploma of Management14247ACT
Certificate IV in Management14248ACT
Certificate III in Management14249ACT
Advanced Diploma of Business (Operations Management)20055VICC
Diploma of Business (Operations Management)20053VICC
Certificate IV in Business (Operations Management)20051VICC
Certificate IV in Business (Advertising)20051VICA
Diploma of Business (Advertising)20053VICA
Advanced Diploma of Business (Advertising)20055VICA
Advanced Diploma of Business (Marketing)20055VICF
Diploma of Business (Marketing)20053VICF
Certificate IV in Business (Sales and Marketing)20051VICF
Advanced Diploma of Business (International Business)20055VICE
Diploma of Business (International Trade)20053VICE
Certificate IV in Business (International Trade)20051VICE
Advanced Diploma of Business (Public Relations)20055VIC-D

Financial Services Department
Certificate III in Financial ServicesFNB30199
Advanced Diploma in AccountingFNB60299
Diploma in AccountingFNB50299
Diploma of Business (Banking and Finance)90025NSW
Course in Real Estate for Agents' Representatives2004AAA
Certificate IV in Business (Estate Agency Practice)2404ADA
Course in Introduction to Call Centre Operations 3113BBI07
Certificate II in Telecommunications (Call Centres)ICT20499
Certificate III in Telecommunications (Call Centres)ICT30599
Certificate IV in Telecommunications (Call Centres)ICT40599
Diploma in Customer Contact Management3113BBCCM01 *[contact Department for details]*

Western Business Enterprise Centre
Certificate II in Security (Guarding)PRS20198
Certificate III in Security (Guarding)PRS30198
Certificate III in Small Business Management2304ACC
Certificate IV in Small Business Management15703SA
Diploma of Small Business Management15702SA
Certificate IV in Business Facilitation3113WSB57

School of Engineering, Science and Industrial Skills

Automotive and Fabrication Department
Certificate I in EngineeringMEM10198F
Certificate II in Engineering (Production)MEM20198F
Certificate II in Engineering (Production Technology)MEM20298F
Certificate III in Engineering (Production Systems)MEM30198F
Certificate III in Engineering (Fabrication Trade)MEM30398 [Light and Heavy]
Certificate IV in Engineering Technology20018VICF [Fabrication]
Advanced Diploma of Engineering Technology20020VICF [Fabrication]

Diploma of Engineering Technology20019VICF [Fabrication]
Certificate I in AutomotiveAUR10199
Certificate II in Automotive Administration (Clerical)AUR20199
Certificate II in Automotive Mechanical (Air Conditioning)AUR20799
Certificate II in Automotive Mechanical (Cylinder Head Reconditioning)AUR20899
Certificate II in Automotive Mechanical (Wheel Aligning)AUR21899
Certificate II in Automotive Mechanical (Driveline)AUR20999
Certificate II in Automotive Mechanical (Exhaust Fitting and Repair)AUR21099
Certificate II in Automotive Mechanical (Radiator Repairs)AUR21299
Certificate II in Automotive Mechanical (Steering and Suspension)AUR21399
Certificate II in Automotive Mechanical (Tyre Fitting and Repair Light)AUR21599
Certificate II in Automotive Mechanical (Underbody)AUR21699
Certificate II in Automotive Mechanical (Vehicle Servicing)AUR21799
Certificate II in Automotive Technology21110VIC
Certificate III in Automotive – Repair, Services and Retail2306AGB [Streams in Light Vehicle Mechanic, Panel Beating, Vehicle Painting]
Certificate III in Automotive Mechanical (Automotive Transmission)AUR30299
Certificate III in Automotive Mechanical (Brakes)AUR30399
Certificate III in Automotive Mechanical (Driveline)AUR30699
Certificate III in Automotive Mechanical (Light Vehicle)AUR31099
Certificate II in Automotive Sales (Replacement Parts and Accessories)AUR22099
Certificate II in Automotive Vehicle Body (Accessory Fitting - Mechanical)AUR22499
Certificate II in Automotive Vehicle Body (Detailing)AUR22599
Certificate II in Automotive Vehicle Body (Dismantling)AUR22699
Certificate II in Automotive Vehicle Body (Paint/Panel Preparation)AUR22899
Certificate III in Automotive Vehicle Body (Panel Beating)AUR31699
Certificate III in Automotive Vehicle Body (Vehicle Painting)AUR31899
Certificate IV in AutomotiveAUR40199
Certificate II in Bicycles (Services)AUR23099
Certificate II in Marine (Services)AUR23299
Certificate II in Outdoor Power Equipment (Services)AUR23399
Industrial Skills Training Centre
Course in Cranes *[contact Department for details]*
Course in Rigging – Basic *[contact Department for details]*
Course in Rigging – Intermediate *[contact Department for details]*
Course in Rigging – Advanced *[contact Department for details]*
Course in Safe Lifting (Load Slinging)*[contact Department for details]*
Course in Scaffolding – Basic *[contact Department for details]*
Course in Scaffolding – Limited Height *[contact Department for details]*
Course in Scaffolding – Intermediate *[contact Department for details]*
Course in Scaffolding – Advanced *[contact Department for details]*
Course in Dogging *[contact Department for details]*
Course in Earthmoving *[contact Department for details]*
Course in Trench Shoring and Safety *[contact Department for details]*
Course in Forklift Operating *[contact Department for details]*
Course in Elevating Platform Vehicle Operators *[contact Department for details]*
Driver Training *[contact Department for details]*
Driver Education *[contact Department for details]*
Certificate III in Civil Construction (Plant)BCC30198
Certificate III in General Construction BCG31398
Certificate I in Transport and Distribution (Warehousing)TDT10197
Certificate II in Transport and Distribution (Warehousing)TDT20197
Certificate III in Transport and Distribution (Warehousing)TDT30197
Certificate I in Transport and Distribution (Road Transport)TDT10297
Certificate II in Transport and Distribution (Road Transport)TDT20297
Certificate III in Transport and Distribution (Road Transport)TDT30297
Certificate III in Transport and Distribution (Mobile Crane Operations)TDT30998
Certificate IV in Transport and Distribution (Mobile Crane Operations)TDT40998
Certificate III in Road Transport (Motor Vehicle Driving Instruction)2311AEA
Course in Dangerous Goods2011ADC
Mechanical Manufacturing and Civil Engineering Department
Certificate I in Engineering Technology2106AIC
Certificate I in EngineeringMEM10198
Certificate II in Engineering (Production)MEM20198
Certificate II in Engineering (Production Technology)MEM20298
Certificate III in Engineering (Production Systems)MEM30198
Certificate III in Engineering (Mechanical Trade)MEM30298
Certificate III in Engineering (Technician)MEM30598
Certificate IV in Engineering Technology20018VIC

Certificate IV in Engineering (Higher Engineering Trade)MEM40198

Diploma of Engineering Technology20019VIC [Streams in Civil, Manufacturing, Mechanical, and Mechatronics]

Advanced Diploma of Engineering Technology20020VIC [Streams in Civil, Manufacturing, Mechanical, and Mechatronics]

Advanced Diploma of Engineering Technology (Principal Technical Officer)14309VIC [Streams in Civil, Manufacturing, Mechanical, and Mechatronics]

Science and Food Technology Department

Certificate II in Science (Bridging)2212AMC

Certificate III in Science (Bridging)2312ACC

Certificate II in Animal StudiesRUV20198

Certificate III in Animal StudiesRUV30198

Certificate III in Animal TechnologyQLD3757

Certificate IV in Animal Technology2411ARC

Diploma of Applied Science (Animal Technology)QLD3522

Certificate IV in Veterinary NursingRUV40198

Certificate III in Occupational Health & SafetyQLD1893

Certificate IV in Occupational Health & SafetyQLD1892

Diploma of Occupational Health & SafetyQLD1891

Certificate III in Health (Hospital Pharmacy Technician)2307AEC

Certificate IV in Food Technology2406ASC

Certificate IV in Transport and Distribution (Warehousing)TDT40197

Diploma of Transport Distribution (Logistics)TDT51098

Advanced Diploma of Transport Distribution (Logistics)TDT61098

Certificate III in Laboratory SkillsQLD3758

Certificate IV in Laboratory TechniquesPML40199

Diploma of Laboratory TechnologyPML50199

Diploma of Laboratory Technology (Process Manufacturing Testing)PML50199

Diploma of Laboratory Technology (Pathology Testing)PML50199

Diploma of Laboratory Technology (Biological and Environmental Testing)PML50199

Diploma of Laboratory Technology (Food Testing)PML50199

Advanced Diploma of Laboratory OperationsPML60199

Certificate II in HorticultureRUH20198

Certificate II in Horticulture (Production)RUH20898

Certificate II in Horticulture (Nursery)RUH20598

Certificate II in Horticulture (Arboriculture)RUH20298

Certificate II in Horticulture (Landscape)RUH20498

Certificate II in Horticulture (Turf Management)RUH20798

Certificate II in Horticulture (Floriculture)RUH20398

Certificate II in Horticulture (Landscape)RUH20498

Diploma in Natural Resource Management2509ACC

School of Further Education and Employment Services

Adult Literacy and Work Education Department

Certificate I in General Education for Adults (Foundation)2112AFC

Certificate II in General Education for Adults2212AKC

Certificate II in General Education for Adults (Further Study)2212ALC

Specialised Programs

Certificate I in Vocational Studies (Transport and Distribution)15598VIC

Diploma of Further Education21015VIC

Certificate IV in Further Education21014VIC

Certificate I in Work Education21108VIC

Arts and Preparatory Programs Department

Diploma of Arts (Small Companies and Community Theatre)21052VIC

Diploma of Arts (Professional Writing and Editing)21124VIC

Certificate IV in Professional Writing and Editing21123VIC

Access Program – Women2100KFM

Science for Nurses2290HZB [Gateway to Nursing and the Health Sciences]

Preparation for Tertiary Studies [Arts]2200LZO

Certificate I in ESL Access14378VIC

Certificate II in ESL Access14379VIC

Certificate I in General Education for Adults (Foundation)2112AFC

Certificate II in General Education for Adults2212AKC

Certificate II in General Education for Adults (Further Study)2212ALC

Diploma of Liberal Arts2503ANC

Certificate IV in Liberal Arts2403AGC

Adult Victorian Certificate of Education (VCE)2200LZV

Music Programs
Certificate IV in Music Industry Skills (Performance/Composition)13057VIC
Certificate IV in Music Industry Skills (Sound Production)14266VIC
Diploma of Sound Production14475VIC
Diploma of Contemporary Music (Performance/Composition)13058VIC
Certificate IV in Music Industry (Business)CUS40301
Language Studies Department
Certificate IV in ESL(Academic Purposes)14374VIC
Certificate IV in ESL(Vocational Purposes)14377VIC
Certificate IV in ESL(Access)14381VIC
Certificate II in ESL(Academic Purposes)14372VIC
Certificate II in ESL(Vocational Purposes)14375VIC
Certificate II in ESL(Access)14379VIC
Certificate III in ESL(Academic Purposes)14373VIC
Certificate III in ESL(Vocational Purposes)14376VIC
Certificate III in ESL(Access)14380VIC
Certificate I in ESL (Access)14378VIC

School of Human Services, Art and Multimedia

Art, Design and Multimedia Department
Diploma of Arts (Graphic Arts)12861VIC
Diploma of Arts (Visual Art)12857VIC
Certificate IV in Arts (Applied Design)15727VIC
Advanced Diploma of Arts (Electronic Design and Interactive Media)2603AAC
Advanced Diploma of Arts (Graphic Design)12862VIC
Certificate II in Art (Interactive Multimedia)2203AGB
Child Studies Department
Advanced Diploma in Community Services (Children's Services)CHC60399
Diploma of Community Services (Children's Services)CHC50399
Certificate IV in Community Services (Children's Services)CHC40399
Certificate III in Community Services (Children's Services)CHC30399
Certificate II in Community Services (Children's Services)CHC20399
Health Services Unit
Certificate IV in Health (Nursing)2407ADC
Certificate IV in Pathology Collection2407ALC
Library Studies Unit
Advanced Diploma in Library and Information ServicesCUL60199
Diploma in Library and Information ServicesCUL50199
Certificate IV in Library and Information ServicesCUL40199
Certificate III in Library and Information ServicesCUL30199
Certificate II in Library and Information ServicesCUL20199 *[contact Department for details]*
Social and Community Studies Department
Diploma of Community Services (Welfare Studies)2507ABC
Advanced Diploma of Justice21214VIC
Diploma of Justice21213VIC
Certificate IV in Justice21212VIC
Diploma of Community Services (Community Work)CHC50699
Diploma of Community Services (Youth Work)CHC50999
Diploma of Business (Community Services and Health Management)20053VIC
Diploma of Community Services (Disability Work)CHC50799
Diploma of Community Services (Alcohol and Other Drugs Work)CHC50299
Certificate III in Community Services (Disability Work)CHC30799
Certificate IV in Community Services (Disability Work)CHC40799
Certificate II in Community Services (Community Work)CHC20499
Certificate III in Community Services (Community Work)CHC30699
Certificate IV in Community Services (Aged Care Work)CHC40199
Diploma in Counselling3113GWD40
Certificate II in Home Support Cleaning21186VIC *[contact Department for details]*
Sport and Recreation Department
Graduate Certificate in Career Counselling for Elite Performers (Dance/Music/Sport)[*contact Department for details*]
Certificate III in FitnessSRF30201 *[contact Department for details]*
Certificate II in Sport and RecreationSRO20199
Certificate III in Sport and RecreationSRO30199
Certificate IV in Sport and RecreationSRO40199
Certificate IV in Sport (Development)SRS40399

Certificate IV of Sports Science (Golf)3113SRG35
Diploma of Sports Science (Golf)3113SRG36
Diploma of Sport and RecreationSRO50199
Certificate III in Racing (Greyhound) – Kennelhand level 2RGR30598

School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling2211ARC
Certificate II in Nail TechnologyWRB20199
Certificate III in BeautyWRB30199
Certificate IV in Beauty TherapyWRB40199
Diploma of Beauty TherapyWRB50199
Certificate II in Retail Cosmetic AssistantWRB20399
Diploma of Entertainment (Makeup)CUE50798
Certificate III in Health Science (Therapeutic Massage)3113BT01
Certificate IV in Health Science (Remedial Massage)3113BT02
Diploma of Health Science (Massage)WAO350
Certificate II in HairdressingWRH20100
Certificate III in HairdressingWRH30100
Certificate IV in HairdressingWRH40100
Certificate I in Retail OperationsWRR10197
Certificate II in Retail OperationsWRR20197
Certificate III in Retail OperationsWRR30197
Certificate IV in Retail ManagementWRR40197
Diploma of Retail ManagementWRR50197
Hospitality and Tourism Department
Certificate I in Hospitality (Kitchen Operations)THH11197
Certificate I in Hospitality (Operations)THH11097
Certificate II in Hospitality (Operations)THH21897 [Food and Beverage Services]
Certificate II in Hospitality (Operations)THH21897 [Accommodation Services]
Certificate II in Hospitality (Commercial Cookery)THH21297
Certificate III in Hospitality (Commercial Cookery)THT31597
Certificate III in Hospitality (Accommodation Services)THH32897
Certificate IV in Hospitality (Food and Beverage Supervision)THH42397
Certificate IV in Hospitality [Accommodation Services Supervision]THH42497
Diploma of Hospitality (Management)THH51297
Advanced Diploma of Hospitality (Management)THH60297
Certificate IV in Tourism (Team Leading)THT40298
Certificate IV in Tourism (Sales and Marketing)THT40198
Certificate III in Tourism (Visitor Information Services)THT30698
Certificate III in Tourism (Tour Operations)THT30498
Certificate III in Tourism (Retail Travel Sales)THT30298
Diploma of Tourism (Marketing and Product Development)THT50198
Advanced Diploma of Tourism ManagementTHT60198 [Marketing and Product Development]
Diploma of Tourism (Operations Management)THT50398
Advanced Diploma of Tourism ManagementTHT60198 [Operations Management]
Nature/Adventure Based Tourism
incorporating–
Certificate IV in Tourism (Guiding)THT40398
Certificate IV in Sport and RecreationSRO40199

Undergraduate Courses and Programs

Campus codes:

B	= Sunbury	M	= Melton
C	= City Flinders	O	= Off campus
D	= China	P	= Singapore
E	= Echuca	Q	= Queen Street
F	= Footscray Park	R	= Renmin University of China
H	= Hong Kong	S	= St Albans
I	= Internet	W	= Werribee
J	= City King	3	= Bangladesh
K	= Kuala Lumpur		

Faculty of Arts

	Campus	Full-time	Part-time
Generalist Degree Programs			
Bachelor of Arts – Footscray	F	Y	Y
Bachelor of Arts – St Albans	S	Y	Y
Specialist Degree Programs			
Bachelor of Arts (Advocacy & Mediation)	F	Y	Y
Bachelor of Arts (Asian Studies)	F	Y	Y
Bachelor of Arts (Community Development)			
– Asia-Pacific Stream	S	Y	Y
– Australian Stream (3rd year only)	S	Y	Y
Bachelor of Arts (Computer Mediated Art)	S	Y	Y
Bachelor of Arts (Globalisation Studies)	F	Y	Y
Bachelor of Arts (Human Services)	S	Y	Y
Bachelor of Arts (Legal Studies)	F	Y	Y
Bachelor of Arts (Multimedia)	S	Y	Y
Bachelor of Communication (Public Relations)	S	Y	Y
Bachelor of Psychology	W	Y	Y
Bachelor of Psychology (Interpersonal & Organisational)	S	Y	Y
Bachelor of Social Work (Preliminary Year)	S	Y	Y
Bachelor of Social Work	S	Y	Y
Bachelor of Science (Psychology)	S	Y	Y
Combined Degree Programs			
Bachelor of Arts/Bachelor of Business (Information Systems)	S	Y	Y
Bachelor of Business (Tourism Management)/			
Bachelor of Arts (Asian Studies)	F	Y	Y
Bachelor of Arts (Asian Studies)/			
Bachelor of Business (International Trade)	F	Y	Y
Bachelor of Arts (Psychology)/			
Bachelor of Business (Human Resource Management)	S	Y	Y
Bachelor of Business (Electronic Commerce)/			
Bachelor of Arts	F	Y	Y
Bachelor of Arts/Diploma of Liberal Arts	F	Y	Y
Bachelor of Laws/Bachelor of Arts	F	Y	Y
Bachelor of Business (Marketing)/Bachelor of Psychology	F	Y	Y
Honours Programs			
Bachelor of Arts (Honours)	S,F	Y	Y
Bachelor of Arts (Honours) Computer Mediated Art and Multimedia	S	Y	Y
Bachelor of Arts (Honours – Psychology)	S	Y	Y
Bachelor of Psychology (Honours)	S	Y	Y
Bachelor of Science (Honours – Psychology)	S	Y	Y

Note: The details of the programs, courses and subjects set out in this Handbook might change after publication. To ensure that the information about Faculty of Arts courses is still accurate, contact the Faculty of Arts Executive Officer on (03) 9365 2369.

Faculty of Business and Law

	Campus	Full-time	Part-time

School of Accounting and Finance
BACHELOR OF BUSINESS

	Campus	Full-time	Part-time
– Accounting	F,W,K	Y	Y
– Banking and Finance	F,K	Y	Y
– Strategic and Financial Management	F	Y	Y
– Accounting/Financial Management	F	Y	Y
– Accounting/Financial Management	W	Y	Y
– Accounting/Banking and Finance	F	Y	Y
– Accounting/Information Systems	F	Y	Y
– Accounting/Electronic Commerce	W	Y	Y
– Accounting/Small Enterprise Management	F	Y	Y
– Accounting/Hospitality Management	F	Y	Y
– Accounting/Commercial Law	F	Y	Y
– Accounting/Transport and Logistics	W	Y	Y
– Banking and Finance/International Trade	F	Y	Y
– Tourism Management/			
Small Enterprise Management	F	Y	Y

BACHELOR OF BUSINESS COMBINED DEGREES

	Campus	Full-time	Part-time
– Bachelor of Laws/Bachelor of Business Accounting	F	Y	Y
– Bachelor of Business Accounting/Certificate IV in			
– Information Technology (Dual Award)	W	Y	Y

School of Applied Economics
BACHELOR OF BUSINESS

	Campus	Full-time	Part-time
– Retail Management	F	Y	Y
– International Trade	F,K	Y	Y
– Transport and Logistics	W	Y	Y
– Applied Economics	F	Y	Y
– Financial Risk Management	F	Y	Y
– Music Industry	F	Y	Y
– Applied Economics/International Trade	F	Y	Y
– Banking and Finance/International Trade	F	Y	Y
– Financial Risk Management/International Trade	F	Y	Y
– Financial Risk Management/Electronic Commerce	F	Y	Y
– International Trade/Retail Management	F	Y	Y
– International Trade/Electronic Commerce	F	Y	Y
– Marketing/Applied Economics	F	Y	Y
– Marketing/International Trade	F,K	Y	Y
– Music Industry/Marketing	F	Y	Y
– Music Industry/Electronic Commerce	F	Y	Y
– Retail Management/Marketing	F	Y	Y
– Retail Management/Electronic Commerce	F	Y	Y
– Transport and Logistics/Accounting	W	Y	Y
– Transport and Logistics/Electronic Commerce	W	Y	Y
– Bachelor of Business (Honours) International Trade	F,C	Y	Y
– Bachelor of Business (Honours) Applied Economics	F,C	Y	Y
– Bachelor of Business (Honours) Retail Management	F,C	Y	Y

BACHELOR OF BUSINESS COMBINED DEGREES

	Campus	Full-time	Part-time
– Bachelor of Laws/Bachelor of Business Applied Economics	F	Y	Y
– BA Asian Studies/B Bus International Trade	F	Y	Y
– Bachelor of Laws/Bachelor of Business Music Industry	F	Y	Y
– Bachelor of Laws/Bachelor of Business International Trade	F	Y	Y

School of Hospitality, Tourism and Marketing
BACHELOR OF BUSINESS

	Campus	Full-time	Part-time
–Hospitality Management	F	Y	Y
– Tourism Management	F	Y	Y
– Marketing	F,B,K	Y	Y
– Marketing/International Tourism	K	Y	Y
– Accounting/Hospitality Management	F	Y	Y
– Hospitality/Tourism Management	F	Y	Y
– Hospitality Management/Human Resource Management	F	Y	Y
– Marketing/Hospitality Management	F	Y	Y
	Campus	*Full-time*	*Part-time*
– Marketing/Tourism Management	F	Y	Y
– Regional Tourism Management	F	Y	Y
– Tourism/Small Enterprise Management	F	Y	Y
– Marketing/Applied Economics	F	Y	Y
– Marketing/International Trade	F,K	Y	Y

	Campus	Full-time	Part-time
– Retail Management/Marketing	F	Y	Y
– Marketing/Electronic Commerce	F	Y	Y
– Marketing/Music Industry	F	Y	Y
– Hotel, Restaurant and Catering Management	F	Y	Y
– Management/Marketing	B	Y	Y
– Tourism Management/Information Systems	F	Y	Y
– Bachelor of Business (Honours) – Marketing	F,C	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/Bachelor of Business Marketing	F	Y	Y
– BA Asian Studies/BBus Tourism Management	F	Y	Y
– BA Recreation Management/BBus Tourism Management	F	Y	Y
– BA Sports Administration/BBus Marketing	B	Y	Y
– Bachelor of Business Marketing/Bachelor of Psychology	F	Y	Y
– Bachelor of Business Marketing/Advanced Diploma of			
– Hospitality (Management)	B	Y	Y
School of Information Systems			
BACHELOR OF BUSINESS			
– Information Systems	F	Y	Y
– Computer Systems Support	W,H	Y	Y
– Electronic Commerce	W	Y	Y
– Electronic Commerce/Transport and Logistics	W	Y	Y
– Accounting/Information Systems	F	Y	Y
– Tourism Management/Information Systems	F	Y	Y
– Electronic Commerce/Marketing	F	Y	Y
– Electronic Commerce/Music Industry	F	Y	Y
– Electronic Commerce/International Trade	F	Y	Y
– Electronic Commerce/Retail Management	F	Y	Y
– Accounting/Electronic Commerce	W	Y	Y
– Bachelor of Business (Honours) Information Systems	F,C	Y	Y
Bachelor of Business Combined Degrees			
– Bachelor of Art/BBus Information Systems	S	Y	Y
– BA Multimedia/BBus Electronic Commerce	F	Y	Y
– Bachelor of Laws/BBus Electronic Commerce	F	Y	Y
School of Law			
BACHELOR OF LAWS			
– Law	F	Y	Y
– Graduate Entry	F,Q	Y	Y
BACHELOR OF BUSINESS			
– Commercial Law	F	Y	Y
– Accounting/Commercial Law	F	Y	Y
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/Bachelor of Arts	F,Q		
– Bachelor of Laws/BBus Accounting	F	Y	Y
– Bachelor of Laws/BBus Applied Economics	F	Y	Y
– Bachelor of Laws/BBus Electronic Commerce	F	Y	Y
– Bachelor of Laws/BBus International Trade	F	Y	Y
– Bachelor of Laws/BBus Music Industry	F	Y	Y
– Bachelor of Laws/BBus Marketing	F	Y	Y
– Bachelor of Laws/BBus Tourism Management	F,Q	Y	Y
– Bachelor of Laws/Bachelor of Science	F,S,W,Q	Y	Y
School of Management			
BACHELOR OF BUSINESS			
– Management	F,B	Y	Y
– Human Resource Management	F	Y	Y
– Service and Operations Management	F	Y	Y
– Strategic and Financial Management	F	Y	Y
– Hospitality Management/Human Resource Management	F	Y	Y
– Management/Marketing	B	Y	Y
– Bachelor of Business (Honours) Management	F,C	Y	Y
	Campus	*Full-time*	*Part-time*
BACHELOR OF BUSINESS COMBINED DEGREES			
– Bachelor of Laws/BBus Management	F	Y	Y
– BA Psychology/BBus Human Resource Management	F	Y	Y
– BA Sports Administration/BBus Management	B	Y	Y

Note: The details of the programs, courses and subjects set out in this Handbook might change after publication. To ensure that the information about Faculty of Business and Law courses is still accurate, contact the Faculty of Business and Law Executive Officer on (03) 9688 4471.

Faculty of Engineering and Science

Certificate in Foundation Studies	F,S	Y	Y
Bachelor of Engineering/Bachelor of Science	F,S,W	Y	N
Bachelor of Engineering/Bachelor of Laws	F,S,W	Y	N
Bachelor of Science/Bachelor of Laws	F,S,W	Y	N
School of the Built Environment			
Bachelor of Engineering			
– Architectural Engineering	F	Y	Y
– Building Engineering	F	Y	Y
– Building Surveying	F	Y	Y
– Civil Engineering	F	Y	Y
– Mechanical Engineering	F	Y	Y
Bachelor of Science			
– Engineering and Business	F	Y	Y
– Environmental Engineering	F	Y	Y
School of Communications and Informatics			
Bachelor of Engineering			
– Computer Engineering	F	Y	Y
– Electrical and Electronic Engineering	F	Y	Y
– Multimedia Telecommunications	F	Y	Y
Bachelor of Science			
– Applied Physics and Computing	F	Y	Y
– Computer Science	F	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Mathematical Sciences	F	Y	Y
– Computer Science and Aviation	F	Y	Y
– Computer Technology	F	Y	Y
– Optoelectronics	F	Y	Y
Bachelor of Science (Honours)			
– Computer Technology	F	Y	n/a
– Physics	F	Y	n/a
– Computer and Mathematical Sciences	F	Y	n/a
– Computer Science	F	Y	n/a
School of Life Sciences and Technology			
Bachelor of Applied Science			
– Chemistry	F	n/a	Y
Bachelor of Science			
– Biomedical Sciences	F,S	Y	Y
– Medical and Environmental Biotechnology	S	Y	Y
– Medical, Forensic and Analytical Chemistry	F,W	Y	Y
– Medical, Forensic and Analytical Chemistry	F	Y	Y
– Nutrition and Food Science	W	Y	Y
– Occupational Health and Safety	F	Y	Y
Bachelor of Science (Honours)			
– Biology (Biotechnology)	W	Y	n/a
– Conservation Biology and Environmental Management	S	Y	n/a
– Nutrition and Food Science	W	Y	n/a
– Biomedical Sciences	F,S	Y	Y
– Chemical and Environmental Sciences	F	Y	n/a
Diploma of Meat Management			

Part-time study may be approved at any stage of a course since progress is by individual subjects rather than by years. However, it is unrealistic to expect to complete a degree course entirely on a part-time basis.

Note: The details of the programs, courses and subjects set out in this *Handbook* might change after publication. To ensure that the information about Faculty of Engineering and Science courses is still accurate, contact the Faculty of Engineering and Science Executive Officer on (03) 9688 4191.

For further information about Engineering and Science courses:
Telephone: (03)9688 4191   Facsimile: (03)9688 4513
Email: BobRitchens@vu.edu.au   Internet: http://koala.vu.edu.au/academic.

Faculty of Human Development

	Campus	Full-time	Part-time
School of Education			
Bachelor of Arts			
– Computer Mediated Art	S	Y	Y
– Computer Mediated Art & Multimedia	S	Y	Y
– Early Childhood Education	M	n/a	Y
– Youth Studies		F	Y Y
Bachelor of Education			
– Four-Year Pre-Service Program P–12	F,M	Y	n/a
– Post-Registration (Year 4)		F,M	Y Y
Bachelor of Education (Nyerna Studies)	E	Y	Y
incorporating:			
– Bachelor of Education (Nyerna Studies)			
– Bachelor of Arts (Nyerna Studies)			
– Diploma of Community Services – Youth Work			
– Associate Diploma of Arts – Recreation/Fitness Leadership			
– Certificate in Occupational Studies – Social and Community Services			

School of Health Sciences

	Campus	Full-time	Part-time
Non-Award Courses			
First Aid in the Workplace Certificate: Level 1 & 2^	C	Y	Y
Certificate of Advanced Airway Management (Pre-hospital)^	C,O	Y	Y
Certificate in Advanced Airway Management^	C,O	Y	Y
Certificate in Emergency Intravenous Therapy (Pre-hospital)^	C,O	Y	Y
Certificate in Venipuncture and Venous Cannulation^	C,O	Y	Y
Certificate in Emergency Intravenous Therapy^	C,O	Y	Y
Certificate in Advanced Life Support (Pre-hospital)^			
incorporating:			
Certificate in Advanced Life Support^	C,O	Y	Y
Certificate in Semi Automatic External Defibrillation^	C	Y	Y
Award Courses			
Bachelor of Health Science			
– Clinical Dermal Therapies	J	n/a	Y
– Natural Medicine	S,I	Y	Y
– Paramedic (3-Year Pre-service)	S,I	Y	Y
– Paramedic (1-Year Conversion)	I	Y	Y
– Chinese Medicine (Acupuncture)/(Chinese Herbal Medicine)	S	Y	n/a
Bachelor of Science			
– Clinical Sciences	C	Y	n/a

School of Human Movement, Recreation and Performance

	Campus	Full-time	Part-time
Non-Award Courses			
Fitness Instructor Module ^	F	n/a	Y
Aerobic Module^	F	n/a	Y
Core Unit (Vic Fit)^	F	n/a	Y
Aqua Module^	F	n/a	Y
Personal Trainers Module^	F	n/a	Y
Children and Adolescent Exercise Module^	F	n/a	Y
Exercise to Music^	F	n/a	Y
Award Courses			
Bachelor of Applied Science			
– Human Movement	F	Y	Y
– Human Movement/Bachelor of Psychology	F	Y	Y
– Physical Education (Secondary)	F	Y	Y
– Physical Education and Physics#	F	Y	Y
	Campus	Full-time	Part-time
Bachelor of Arts			
– Performance Studies	F	Y	n/a
– Performance and Multimedia	F	Y	n/a
– Fitness Leadership*	M	Y	Y
– Recreation Leadership	M,F	Y	Y
– Recreation Management	F	Y	n/a

– Recreation Management/Bachelor of Business–Tourism Management	F	Y	Y
– Sports Administration	B	Y	Y
– Sports Administration/Bachelor of Business – Management	B	Y	Y
– Sports Administration/Bachelor of Business – Marketing	B	Y	Y
Bachelor of Applied Science (Honours)			
– Human Movement	F	Y	n/a
Bachelor of Arts (Honours)			
– Performance Studies	F	Y	Y
– Recreation Management	F	Y	Y

School of Nursing

Award Courses			
Bachelor of Nursing (Pre-Registration)	S	Y	Y
Bachelor of Health Science			
– Nursing (Post-Registration)	S	Y	Y
– Nursing (Honours)	S	Y	Y
Bachelor of Midwifery#	S	Y	n/a

^Continuing Education Courses
*Offered to continuing students only
#Subject to final accreditation

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Postgraduate Courses

Faculty of Arts

	Campus	Full-time	Part-time
Higher Degrees by Research			
Master of Arts by Research	S,F	Y	Y
Doctor of Philosophy by Research	S,F	Y	Y
Master of Social Work by Research	S	Y	Y
Postgraduate Programs by Coursework			
Graduate Certificate in Asian and Pacific Studies (General Stream)	F	Y	Y
Graduate Certificate in Asian and Pacific Studies			
(Community Development Stream)	S	Y	Y
Graduate Certificate in Communication	C	Y	Y
Graduate Certificate in Women's Studies	C	N	Y
Graduate Diploma in Applied Psychology	S	Y	Y
Graduate Diploma in Asian and Pacific Studies (General Stream)	F	Y	Y
Graduate Diploma in Asian and Pacific Studies			
(Community Development Stream)	S	Y	Y
Graduate Diploma in Communication	C	Y	Y
Graduate Diploma in Counselling	S	N	Y
Graduate Diploma in Modern Languages			
Graduate Diploma in Psychological Studies	S	N	Y
Graduate Diploma in Women's Studies	C	N	Y
Master in Counselling	S	N	Y
Master of Arts in Asian and Pacific Studies (General Stream)	F	N	Y
Master of Arts in Asian and Pacific Studies			
(Community Development Stream)	S	N	Y
Master of Arts in Communication	C	Y	Y
Master of Arts in Women's Studies	C	N	Y
Master of Applied Psychology			
– Community Psychology Stream	S	Y	Y
– Sport Psychology Stream	F	Y	Y
– Health Psychology Stream	S	Y	Y
Master of Psychoanalysis	S	N	Y
Master of Psychology			
– Clinical Psychology Stream	S	Y	Y
– Clinical Neuropsychology Stream	S	Y	Y
Doctor of Psychology			
– Clinical Psychology Stream	S	Y	Y
– Clinical Neuropsychology Stream	S	Y	Y

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Faculty of Business and Law

	Campus	Full-time	Part-time
Victoria Graduate School of Business			
Master of Executive Studies (Offshore)			
Master of Business Administration	C,P,K,D,3	Y	Y
Master of Business Administration (International)	C		
Doctor of Business Administration	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Accounting and Finance			
Graduate Certificate in Accounting	C,H,P,K	Y	Y
Master of Business in Accounting	C	Y	Y
Master of Business in Finance	C	Y	Y
Master of Business in Professional Accounting	C,H,P,K	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

	Campus	Full-time	Part-time
School of Applied Economics			
Master of Business in Business Economics	C	Y	Y
Master of Business in International Trade	C	Y	Y
Master of Business in International Music and Entertainment Business	C	Y	Y
Graduate Certificate in Statistics	C	Y	Y
Graduate Certificate in Retail Management (Offshore)			
Graduate Diploma in Retail Management (Offshore)			
Master of Business in Retail Management (Offshore)			
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of **Hospitality,** and Marketing			
Master of Business in Hospitality Management	C	Y	Y
Master of Business in Hospitality Management (Professional Practice)	C	Y	Y
Master of Business in Marketing	C	Y	Y
Master of Business in Tourism Management	C	Y	Y
Master of Business in Hospitality and Tourism Marketing	C	Y	Y
Master of Business Electronic Commerce/Marketing	C	Y	Y
Master of Business in Hospitality and Tourism Education	C	Y	Y
Master of Business in Sports Tourism	C	Y	Y
Master of Business by Research	F,C	Y	Y
Doctor of Philosophy	F,C	Y	Y
School of Information Systems			
Graduate Certificate in Enterprise Resource Planning Systems	C	Y	Y
Master of Business, Enterprise Resource Planning Systems	C	Y	Y
Graduate Diploma in Business Computing	C,R	Y	Y
Master of Business in Information Systems	C,R	Y	Y
Master of Business E-Commerce/Marketing	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y
School of Law			
Graduate Certificate in Australian Immigration Law	C	Y	Y
Graduate Diploma of International Commercial Law	D,K,P,H	Y	Y
Masters in Comparative Commercial Law	C	Y	Y
Masters of Laws	C	Y	Y
Masters of International Commercial Law	D,K,P,H	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Juridical Science	C,Q	Y	Y
Doctor of Philosophy	C	Y	Y
School of Management			
Master of Business in Management Practice	C	Y	Y
Master of Business in Event Management	C	Y	Y
Master of Business in Industrial Relations/Human Resource Management	C	Y	Y
Master of Business by Research	C	Y	Y
Doctor of Philosophy	C	Y	Y

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Faculty of Engineering and Science

	Campus	Full-time	Part-time
Centre for Environmental Safety and Risk Engineering			
Doctor of Philosophy	W	Y	Y
Graduate Certificate			
– Performance-based Building and Fire Codes	W	n/a	Y
Graduate Diploma			
– Building Fire Safety and Risk Engineering	W	n/a	Y
Master of Engineering (Coursework)			
– Building Fire Safety and Risk Engineering	W	n/a	Y
	Campus	Full-time	Part-time
Master of Engineering (Research)	W	Y	Y
Master of Science in Occupational Safety and Health	W	n/a	Y
Master of Science in Occupational Hygiene	W	n/a	Y

Centre for Packaging, Transportation and Storage

Doctor of Philosophy	W	Y	Y
Master of Engineering (Research)	W	Y	Y
Graduate Certificate			
– Intermodal Freight Systems	W	n/a	Y

School of Communications and Informatics

Master of Engineering (Research)	F	Y	Y
Master of Science (Research)	F	Y	Y
Doctor of Philosophy	F	Y	Y
Graduate Diploma			
– Communication Systems	F	Y	Y
– Computer Science	F	Y	Y
– Computer and Mathematical Sciences	F	Y	Y
– Multimedia Information Networking	F	Y	Y
– Software Engineering	F	Y	Y
Master of Engineering Science (Coursework)			
– Computer Systems Engineering	F	Y	Y
Master of Engineering			
– Microelectronic Engineering	F	N	Y
– Electrical and Electronic Engineering			
Master of Engineering Science (Coursework)			
– Telecommunication Engineering	F	Y	Y
Master of Science			
– Computer Science (coursework)	F	Y	Y
– Computer and Mathematical Sciences (coursework)	F	Y	Y
– Software Engineering	F	Y	Y
School of Life Sciences and Technology			
Doctor of Philosophy	F,S,W	Y	Y
Graduate Diploma			
– Environmental Management	F	Y	Y
Master of Science (Coursework)			
– Environmental Management	F	Y	Y
– Food Science and Technology	W	Y	Y
Master of Science (Research)	F,S,W	Y	Y
School of the Built Environment			
Doctor of Philosophy	F	Y	Y
Master of Engineering (Research)	F	Y	Y
Graduate Certificate			
– Project Management	F	Y	Y
Graduate Diploma			
– Project Management	F	Y	Y
Master of Engineering (Coursework)			
– Project Management	F	Y	Y

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For further information about Engineering and Science courses:

    Telephone: (03)9688 4191   Facsimile: (03)9688 4513

    Email: BobRitchens@vu.edu.au   Internet: http://koala.vu.edu.au/academic.

Faculty of Human Development

Faculty Courses

Graduate Diploma in Dementia Care and Service	C,O	Y	Y
Graduate Program in Aged Services Management			
incorporating:			
– Graduate Diploma in Aged Services Management	C,O	Y	Y
– Master of Health Science – Aged Services Management	C	Y	Y
	Campus	*Full-time*	*Part-time*

School of Education

Graduate Certificate in Teaching Studies of Asia	F	Y	Y
Graduate Diploma in Secondary Education	F	Y	Y
Graduate Program in Education for Professional Development			

incorporating:

– Graduate Certificate in Education for Professional Development	F	n/a	Y
– Graduate Diploma in Education for Professional Development	F	n/a	Y

Graduate Program in Education and Training
incorporating:

– Graduate Certificate in Education and Training	F	n/a	Y
– Graduate Diploma in Education and Training	F	Y	Y
– Master of Education – Education and Training	F	Y	Y

Graduate Program in TESOL & Literacy
incorporating:

– Graduate Certificate in TESOL	F	Y	Y
– Graduate Certificate in Literacy	F	Y	Y
– Graduate Diploma in TESOL	F,V	Y	Y
– Graduate Diploma in TESOL and Literacy	F	Y	Y
– Master of TESOL	F,V	Y	Y
– Master of TESOL and Literacy	F	Y	Y

Graduate Program in Tertiary Education
incorporating:

– Graduate Certificate in Tertiary Education	F	n/a	Y
– Graduate Diploma in Tertiary Education	F	Y	Y
Graduate Program in Experiential Learning & Development	F	Y	Y

incorporating

– Graduate Certificate in Experiential Learning & Development	F	Y	Y
– Graduate Diploma in Experiential Learning & Development	F	Y	Y
– Master of Education – Experiential Learning & Development	F	Y	Y
Master of Education (by Research)	F,M	Y	Y
Doctor of Education	F	Y	Y
Doctor of Philosophy	F	Y	Y

School of Health Sciences

Graduate Diploma in Clinical Chinese Medicine	S	Y	Y
Graduate Diploma in Complementary Therapies	S	Y	Y
Graduate Diploma in Prepared Chinese Medicine	C,S	Y	Y
Graduate Diploma in Western Herbal Medicine	C	Y	Y

Graduate Program in Paramedicine and Pre Hospital Care
incorporating:

– Graduate Certificate in Aeromedical Care	I	Y	Y
– Graduate Certificate in Aeromedical Rescue & Retrieval	I	Y	Y
– Graduate Certificate in Emergency Service Education#	I	Y	Y
– Graduate Certificate in Emergency Service Management#	I	Y	Y
– Graduate Certificate in Hyperbaric Medicine	I	Y	Y
– Graduate Certificate in Intensive Care Paramedic	I	Y	Y
– Graduate Certificate in Paediatric Emergencies#	I	Y	Y
– Graduate Certificate in Paramedic Practitioner	I	Y	Y
– Graduate Certificate in Pre-Hospital Care	I	Y	Y
– Graduate Diploma in Paramedics	I	Y	Y
– Graduate Diploma in Pre-Hospital Care	I	Y	Y

Master of Health Science

– Osteopathy	C	Y	n/a
– Osteopathy (for medical practitioners)	C	n/a	Y
– (by Coursework)	S	Y	Y
– (by Research)	S	Y	Y
Doctor of Philosophy	S	Y	Y

School of Human Movement, Recreation and Performance

Graduate Diploma in Exercise and Sport Sciences	F	Y	Y

Graduate Program in Ageing, Disability and Recreation Management
incorporating:

– Graduate Certificate in Ageing, Disability & Leisure	F	Y	Y
– Graduate Certificate in Ageing, Disability & Recreation Management	F	Y	Y
	Campus	*Full-time*	*Part-time*
– Graduate Diploma in Ageing, Disability & Recreation Management	F	Y	Y
– Master of Arts – Ageing, Disability & Recreation Management	F	Y	Y

Graduate Program in Loss and Grief
incorporating:

– Graduate Certificate in Loss and Grief Education	C	Y	Y
– Graduate Certificate in Loss and Grief Counselling	C*	Y	Y
– Graduate Diploma in Loss and Grief Counselling	C*	Y	Y
Graduate Program in Sport and Recreation Management *incorporating:*			
– Graduate Certificate in Sport & Recreation Management	F	Y	Y
– Graduate Certificate in Sport & Recreation Management/Operations	F	Y	Y
– Graduate Diploma in Sport & Recreation Management	F	Y	Y
– Master of Arts – Sport & Recreation Management (by coursework)	F	Y	Y
Graduate Program in Sport Business *incorporating:*			
– Graduate Diploma in Sport Business	C	Y	Y
– Master of Sport Business	C	n/a	Y
Graduate Program in Exercise Rehabilitation *incorporating*	F	Y	Y
Graduate Diploma in Exercise for Rehabilitation	F	Y	Y
Master of Applied Science – Exercise Rehabilitation	F	Y	Y
Master of Applied Science			
– Human Performance (by coursework)	F	Y	Y
– (by Research)	C,F	Y	Y
Master of Arts (by Research)	F	Y	Y
Doctor of Philosophy	C,F	Y	Y

*Two subjects will be taught at the St Albans Campus.

School of Nursing

Graduate Diploma in Substance Abuse Studies	S	Y	Y
Master of Nursing *incorporating:*			
– Graduate Certificate in Cardiothoracic Nursing	S	Y	Y
– Graduate Certificate in Cancer Nursing	S	Y	Y
– Graduate Certificate in Emergency Nursing	S	Y	Y
– Graduate Certificate in Gerontic Nursing#	S	Y	Y
– Graduate Certificate in Neuroscience Nursing	S	Y	Y
– Graduate Certificate in Orthopaedic Nursing	S	Y	Y
– Graduate Certificate in Paediatric Nursing	S	Y	Y
– Graduate Certificate in Palliative Care Nursing	S	Y	Y
– Graduate Diploma in Cardiothoracic Nursing	S	Y	Y
– Graduate Diploma in Cancer Nursing	S	Y	Y
– Graduate Diploma in Emergency Nursing	S	Y	Y
– Graduate Diploma in Gerontic Nursing#	S	Y	Y
– Graduate Diploma in Neuroscience Nursing	S	Y	Y
– Graduate Diploma in Orthopaedic Nursing	S	Y	Y
– Graduate Diploma in Paediatric Nursing	S	Y	Y
– Graduate Diploma in Palliative Care Nursing	S	Y	Y
Master of Midwifery *incorporating:*			
– Graduate Diploma in Midwifery	S	Y	Y
Master of Nursing (by Research)	S	Y	Y
Doctor of Philosophy	S	Y	Y

#Subject to final accreditation

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