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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.
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.


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 Building (Carpentry - apprenticeship)
Certificate II in Building (Carpentry - Pre-Apprenticeship)
Certificate II in General Construction (BCG30798)
[Apprenticeship]
Certificate II in Construction (Off-site) BCF30200
Certificate II in Building (Cabinet Making) BCG30798
[Apprenticeship]
Certificate II in Furnishing (Furniture Manufacturing)
Certificate III in Furnishing (Cabinet Making) BCG30200
[Apprenticeship]
Certificate II in Blocklaying (Blocklaying) BCG30698
[Apprenticeship]
Certificate II in General Construction (BCG20198)
[Pre-Apprenticeship]
Certificate III in General Construction (Carpentry - Framwork/Formwork/Furnishing) BCG30798
[Apprenticeship]
Certificate II in Carpenter and Joinery
[Joinery, Stairbuilding/Shopfitting] 20062VIC
Certificate III in Off-site Construction
[Joinery, Timber, Aluminium, Glass] BCF30200
Certificate II in Furnishing (Furniture Manufacturing) Pre-Apprenticeship BCF30200
[Apprenticeship]
Certificate III in Furnishing (Cabinet Making) BCG30200
[Carpentry – Pre-Apprenticeship]
Certificate I in Carpentry and Joinery
Certificate I in General Construction (Carpentry - Joinery – Timber/Aluminium/Glass) BCF30200
Certificate II in Plumbing and Gasing (Joinery/Stairbuilding/Shopfitting) 20082VIC
Certificate III in Plumbing and Gasing (Bricklaying/Blocklaying) BCG30698
[Apprenticeship]
Certificate I in Plumbing and Gasing (Painting & Decorating) 20063VIC
Certificate II in Plumbing and Gasing (Bricklaying) BCG30698
[Apprenticeship]
Certificate II in General Construction (BCG30798)
[Painting and Decorating - Pre-Apprenticeship]
Certificate III in General Construction (Painting & Decorating) BCG30798
[Apprenticeship]
Certificate II in Sign Technology (Human Resource Management) 20055VIC
Certificate III in Sign Technology (Human Resource Management) 20055VIC
[Pre-Apprenticeship]
Certificate III in Sign Technology 20067VIC
Certificate IV in Sign Technology 20067VIC
[Painting and Decorating - Pre-Apprenticeship]
Certificate II in Sign Technology (Human Resource Management) 20055VIC
Certificate III in Sign Technology 20067VIC
Certificate IV in Sign Technology 20067VIC
Electrotechnology Department
Certificate I in Electrical (Pre-Apprenticeship) 14935VIC
Certificate II in Electrical (Pre-Apprenticeship) 14935VIC
[Streams in Control, Installation and Servicing, and Process]
Certificate IV in Electrical (Pre-Apprenticeship) 14935VIC
[Streams in Control, Installation and Servicing, and Process]
Certificate IV in Electrical Engineering 21104VIC
[Streams in Control, Servicing, and Process]
Certificate III in Electrical Engineering CommunicationUTE30899
[Streams in Broadcast, Microwave and Satellite]
Advanced Diploma in Electronics Engineering Analogue and Digital
(Streams in Analogue and Digital, Communications and Medical Equipment) UTE60199
Advanced Diploma in Computer Systems Engineering UTE60199
Information Technology Department
Certificate II in Information Technology (Pre-Apprenticeship)
Certificate II in Information Technology (Software Development) ICA50029
Certificate III in Information Technology (Software Development) ICA30199
Certificate IV in Information Technology (Software Development) ICA20199
Certificate IV in Information Technology (Software Development) ICA20199
Certificate III in Information Technology (Software Development) ICA30199
Diploma of Information Technology (Software Development) ICA50029
Certificate II in Information Technology (Software Development) ICA50029
Certificate IV in Information Technology (Software Development) ICA20199
[Specialising in Network and Internet Technologies]

School of Business

Administrative and Legal Studies Department
Certificate IV in Electronic Publishing 21000VIC
Certificate II in Desktop Publishing 2203AFC
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) BSA30197
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 Management QLD 7041
Certificate IV in Frontline Management QLD 7041
Certificate III in Frontline Management QLD 7040
Certificate IV in Business (Human Resource Operations) 20051VICB
Diploma of Business (Human Resource Practice) 20053VIC
Advanced Diploma of Business (Human Resource Management) 20051VICB
Advanced Diploma of Management 14246AC
Diploma of Management 14247AC
Certificate III in Management 14248AC
Certificate IV in Management 14249AC
Advanced Diploma of Business (Operations Management) 20053VIC
Diploma of Business (Operations Management) 20053VIC
Certificate IV in Business (Operations Management) 20051VIC
Certificate IV in Business (Advertising) 20051VICA
Diploma of Business (Advertising) 20053VICA
Advanced Diploma of Business (Advertising) 20053VICA
Diploma of Business (Marketing) 20055VIC
Diploma of Business (Marketing) 20053VIC
Certificate IV in Business (Sales and Marketing) 20051VIC
Advanced Diploma of Business (International Trade) 20051VIC
Diploma of Business (International Trade) 20051VIC
Certificate IV in Business (International Trade) 20051VIC
Advanced Diploma of Business (Public Relations) 20051VIC
Financial Services Department
Certificate III in Financial Services FNB30199
Advanced Diploma in Accounting FNB60199
Diploma in Accounting FNB50199
Diploma of Business (Banking and Finance) 90025SW
Course in Real Estate for Agents' Representatives 2004AA
Certificate IV in Business (Real Estate Practice) 2004AA

Western Business Enterprise Centre
Certificate II in Security (Guarding) PRS02018
Certificate III in Security (Guarding) PRS03018
Certificate III in Small Business Management 2304ACC
Certificate IV in Small Business Management 15703SA
Diploma of Small Business Management 15702SA
Certificate IV in Business Facilitation 1313WSB57

School of Engineering, Science and Industrial Skills

Automotive and Fabrication Department
Certificate I in Engineering Technology MEM10198F
Certificate II in Engineering (Production) MEM20198F
Certificate II in Engineering (Production Technology) MEM20298F
Certificate III in Engineering (Production Systems) MEM30198F
Certificate III in Engineering (Fabrication Trade) MEM30298 [Light and Heavy]
Certificate IV in Engineering Technology 20018VICF [Fabrication]
Diploma of Engineering Technology 20019VICF [Fabrication]
Certificate I in Automotive 1U91199
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 (D-Engine) 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 Technology 2110V1C
Certificate III in Automotive – Repair, Service and Retail 2306AGB
[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 (D-Engine) 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 Automotive AUR40199
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)

Diploma of Engineering Technology 20020VIC
Certificate IV in Engineering Technology MEM40198
Certificate IV in Engineering Technology MEM20298 [Fabrication]
Certificate IV in Personal Learning (Higher Engineering Trade) MEM40198

Courses in 2002

Technical and Further Education

Diploma of Business Facilitation 3113WSB57
Diploma of Small Business Management 15702SA
Diploma of Customer Contact Management 3113BBCCM01
Diploma of Engineering Technology 20018VICF [Fabrication]
Advanced Diploma of Engineering Technology 20020VICF [Fabrication]
Certificate III in Engineering (Production Systems) MEM30198F
Certificate II in Engineering (Production Technology) MEM20298F
Certificate I in Engineering Technology 2106AIC
Certificate III in Engineering (Mechanical Trade) MEM30298
Certificate III in Engineering (Mechanical Trade) MEM30398 [Light and Heavy]
Certificate II in Engineering (Production Technology) MEM20298
Certificate III in Engineering (Production Systems) MEM30198F
Certificate II in Engineering (Production Technology) MEM20298F
Certificate II in Engineering (Production) MEM20198F
Certificate II in Engineering (Production) MEM20198F
Certificate II in Engineering (Production Technology) MEM20298F
Certificate II in Engineering (Production Systems) MEM30198F
Certificate III in Engineering (Fabrication Trade) MEM30298 [Light and Heavy]
Certificate IV in Engineering Technology 20018VICF [Fabrication]
Diploma of Engineering Technology 20019VICF [Fabrication]
Certificate I in Automotive 1U91199
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 (D-Engine) 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 Technology 2110V1C
Certificate III in Automotive – Repair, Service and Retail 2306AGB
[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 (D-Engine) 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 Automotive AUR40199
Certificate II in Bicycles (Services) AUR23099
Certificate II in Marine (Services) AUR23299
Certificate II in Outdoor Power Equipment (Services) AUR23399
School of Human Services, Art and Multimedia

Art, Design and Multimedia Department
Diploma of Arts (Graphical Art) 12861VIC
Diploma of Arts (Visual Art) 12865VIC
Certificate IV in Arts (Applied Design) 15727VIC
Advanced Diploma of Arts (Electronic Design and Interactive Media) 26030AC
Advanced Diploma of Arts (Graphic Design) 12862VIC
Certificate II in Art (Interactive Multimedia) 22030AGB

Child Studies Department
Advanced Diploma in Community Services (Children's Services) 2503099
Diploma of Community Services (Children's Services) 2503099
Certificate IV in Community Services (Children's Services) 2503099
Certificate III in Community Services (Children's Services) 2503099

Health Services Unit
Certificate IV in Health (Nursing) 24070AC
Certificate IV in Pathology Collection 24070ALC

Library Studies Unit
Advanced Diploma in Library and Information Services 2503099
Certificate IV in Library and Information Services 2503099
Certificate III in Library and Information Services 2503099
Certificate II in Library and Information Services 2503099
(nutz D apartment for details)

Social and Community Studies Department
Diploma of Community Services (Welfare Studies) 2503099
Advanced Diploma of Justice 2503099
Certificate IV in Justice 2503099
Diploma of Community Services (Welfare Studies) 2503099
Certificate IV in Community Services (Welfare Studies) 2503099
Certificate II in Community Services (Community Work) 2503099
Diploma of Community Services (Youth Work) 2503099
Diploma of Business (Community Services and Health Management) 2503099
Diploma of Community Services (Disability Work) 2503099
Diploma of Community Services (Disability Work) 2503099
Diploma of Community Services (Dementia Work) 2503099
Diploma of Community Services (Alcohol and Other Drugs Work) 2503099
Certificate III in Community Services (Disability Work) 2503099
Certificate IV in Community Services (Disability Work) 2503099
Certificate IV in Community Services (Disability Work) 2503099
Certificate II in Community Services (Community Work) 2503099
Certificate IV in Community Services (Aged Care Work) 2503099
Certificate II in Counselling 2503099
Certificate II in Home Support 2503099
(Certificate II in Home Support Contact Department for details)

Sport and Recreation Department
Graduate Certificate in Career Counselling for Elite Performers (Dance/ Music/ Sport) 2503099
Certificate III in Fitness 2503099
Certificate II in Sport and Recreation 2503099

Technical and Further Education

Courses in 2002

School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling 2111ARC
Certificate II in Nail Technology WRB20199
Certificate III in Beauty WRB 30199
Certificate IV in Beauty Therapy WRB40199
Diploma of Beauty Therapy WRB50199
Certificate II in Retail Cosmetic Assistant WRB20399
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) WAO 350
Certificate II in Hairdressing WRH20100
Certificate III in Hairdressing WRH30100
Certificate IV in Hairdressing WRH40100
Certificate I in Retail Operations WRR10197
Certificate II in Retail Operations WRR20197
Certificate III in Retail Operations WRR30197
Certificate IV in Retail Management WRR40197
Diploma of Retail Management WRR50197

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 (Operations) THT30498
Certificate III in Tourism (Retail Travel Sales) THT30298
Diploma of Tourism (Marketing and Product Development) THT50198
Advanced Diploma of Tourism Management THT60198
[Marketing and Product Development]
Diploma of Tourism (Operations Management) THT50398
Advanced Diploma of Tourism Management THT60198
[Operations Management]
Nature/Adventure Based Tourism
incorporating:
Certificate IV in Tourism (Guiding) THT40398
Certificate IV in Sport and Recreation SRO40199

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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.
Staff

University Officers

V ice-Chancellor and President
Professor Jarlath Ronayne MADub, PhDCamb, HonFTCD, FRSC, FAIM, FTSE
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Professor Michael Hamberston BA, MEMelb, MALond
D quty V ice-Chancellor and D irector of TAFE
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Professor David Lawson DipPhysEdSyd, TPTCBalmain, MScNorthDak,Ford,PhDKent
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Richard Carter BA, DipEdLatrobe, GradDipTEL/ TEFSCVToorak, MEMelb
D quty D irector – P olicy (A cting)
Carol Dickman HairdressingTechCert, TTIC
D quty D irector – S trategic D evolution
Vacant
Ex ecutiv e O ffice T AFE D ivision

Lorraine Clark
A ssistant E x ecutiv e O fficers T AFE D ivision
Anne Richardson BBusMgtVicMelb,
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Kris Andrew-Davies AssDipOfffAdminVicMelb
Alex Radwonsky BEdTrarbie
Publicity Relations O fficer
Susan Cronshaw BEdAdelaideCAE
A dministrativ e O fficer
Michele Anderson LLBMelb

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Lorraine Dooley
Mirjana Drvedovic
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Jo Ginn
Tania Herbert
Robyn Hirvonen
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Lorraine Hugo
Rosemary Irato AssDipOfffAdminVicMelb
Irene Jablonski CertOfffAdmin
Maureen Johns
Nicole Keamey
Gael Ladson CertOfff&Sec, CertRecep&OfffPraVicMelb
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CertWpLCdshtVicMelb
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Clare Smith
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Debbie Stefanovski
Marisa Stirling DipSten&WP
Janet Taylor
Glenda Vadmjal
Joanne Warwick
Meki Wong
Melissa Wood CertIIIInstTechVicMelb

A dministrativ e A ssitants
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Leah Dewar DipBusWAI
Lorraine Dooley
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Jo Ginn
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Maureen Johns
Nicole Keamey
Gael Ladson CertOfff&Sec, CertRecep&OfffPraVicMelb
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CertWpLCdshtVicMelb
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CertWpLCdshtVicMelb
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CertCompBusApp, AssDipOfffAdminVicMelb
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Marisa Stirling DipSten&WP
Janet Taylor
Glenda Vadmjal
Joanne Warwick
Meki Wong
Melissa Wood CertIIIInstTechVicMelb

A dministrativ e A ssitants

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Qualifications</th>
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<tbody>
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<td><strong>Technical and Further Education</strong></td>
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<td><strong>TAFE International</strong></td>
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</tr>
<tr>
<td>Manager</td>
<td>David Fletcher</td>
<td>B.EcoMonash, DipEdMonash</td>
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<tr>
<td>Manager TAFE F Overseas Programs</td>
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<tr>
<td>Betty Aldis</td>
<td></td>
<td>GradCertTmqMgtSwinburne, DipAssmt&amp;WrkplcTmqMelb, CertIVWrkplcAssmt&amp;TrngMelb</td>
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<tr>
<td>Overseas Projects Co-ordinator</td>
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<tr>
<td>Steph Ellis</td>
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<td>BAMelb</td>
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<tr>
<td>Senior Administrative Officer</td>
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<tr>
<td>Margaret Smith</td>
<td></td>
<td>AssDipOfIFAmmnFootscray TAFE</td>
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<tr>
<td>Senior International Officer</td>
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<tr>
<td>Malcolm Ward</td>
<td></td>
<td>BScRMIT</td>
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<tr>
<td><strong>English Language Institute (ELICOS Programs)</strong></td>
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<tr>
<td>Head of D apartment</td>
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<tr>
<td>Harvey Broadstock</td>
<td>BA</td>
<td>DipEdMelb, DipTEFLSydney, DipRtmEdGCAE, MAAppLingMelb</td>
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<tr>
<td>Program Co-ordinator</td>
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<tr>
<td>Lee Nicholls</td>
<td></td>
<td>BScLibRMIT, DipEd, BE(dTESOL), MEdMelb</td>
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<tr>
<td>Nadia Chignite</td>
<td></td>
<td>DipEd, PGadvDipEdMelb, PGradEdTmqRMIT</td>
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<tr>
<td>Silvia Day</td>
<td></td>
<td>BATSCCT (Hons)Melb, RSACambridge, TEFLCertQLD</td>
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<tr>
<td>Rob Lee</td>
<td></td>
<td>TPTCG melbip, dipSSD eakin, dipTEFL(RSA)Athens</td>
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<td>Diane McKeague</td>
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<td>BAWinburne, DipEdLatrobe, GradEdTmqTESOLMelb</td>
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<td>Chris Valcanov</td>
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<td>BAVicMelb, DipEd(TESOL)Latrobe</td>
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<td>Rob Walker</td>
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<td>BScMonash, GradDipEdMelb, GradEdTmqTESOLMelb</td>
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<td><strong>Workplace Learning Melbourne West</strong></td>
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<td>Program Manager</td>
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<tr>
<td>Colleen Bergin</td>
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<td>DipITeachPrim, GradDipDrama&amp;Ed, GradDipSpecEdMelb, MED(WrkplcEd)RMIT</td>
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<td>Jenny Brockman</td>
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<tr>
<td><strong>Centre for Curriculum, Innovation &amp; Development</strong></td>
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<td>Duty Director Strategic D evolution</td>
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<tr>
<td>Tess Demediuk</td>
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<td>BE(dArts), GradDipSpEdMelb, GradCertMandEv, MBusVicMelb</td>
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<td>Projekt Control 0/Flrors</td>
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<td>AssDipITrmp&amp;Dev, CertIVWrkplcTrain&amp;Ass, CertII&amp;Trns&amp;Distr(Warehouse)</td>
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<td>Sue Holden</td>
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<td>CertOfSecStudK angan, AssDipOfFAmmnK angan, CertIVAssmtWrpplcTmqVicMelb, BFurthEdTrnTrainUSQ, GradDipITeTrTsEdVicMelb</td>
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<td>Marianne Van Onsouw</td>
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<td>CertReccoPracVicMelb, AssIDipOfFAmmnWMMIT, CertIVAssmtWrpplcTmqVicMelb</td>
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<td>Stephanie Condon</td>
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<td>BArts, DipEdMonash, GradDipCompEdMelb</td>
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<td>Sharon Watson</td>
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<td>BArtsJournalismRMIT</td>
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<tr>
<td>Ann Alberico</td>
<td>BA</td>
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<tr>
<td>Jayne Pitard</td>
<td>CertSecStdsFootscray, CertBusShul(RealEstate) Swinburne, GradDipITech&amp;CommMelbourne, CertIVWrkplcAssmt&amp;TrngWMT</td>
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<tr>
<td>Pam Every</td>
<td>BA</td>
<td>HSylls&amp;LaTrobe, DipEdCertIVAssmtWrpplcTmqVicMelb</td>
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<td><strong>Industry Training</strong></td>
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<td>Project Officers</td>
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<tr>
<td>Linelle Gibson</td>
<td>BA</td>
<td>RTsUCT, STD UCT, CertIVAssmtWrpplcTmq, DipTrng&amp;AstSysVicMelb</td>
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<tr>
<td>Derith Mortland</td>
<td>TC</td>
<td>CmMelb, PostGradDipSpEdCambridge, GradDipSpEdMelb, CertIVAssmtWrpplcTmqVicMelb</td>
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<tr>
<td>Andrew Patching</td>
<td>BA</td>
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<tr>
<td>Leanne Perry</td>
<td>BBusSecRMIT, GradDipEdHIE, BBus(Acct)RMIT</td>
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<tr>
<td>Cindy Curran</td>
<td>DipITeach, GradDipEdAmmn</td>
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<td>Unit Support Officer</td>
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<td>Carol Sarzova</td>
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<td>Instructional Designer</td>
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<tr>
<td>Evelyn Ibrahim</td>
<td>BSc</td>
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<tr>
<td>Lisa Curran</td>
<td>CertIVAssmtWrpplcTmqVicMelb</td>
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<tr>
<td><strong>School of Building, Electrical &amp; Information Technology</strong></td>
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<tr>
<td>Head of D Department</td>
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<tr>
<td>Spiro Mallia</td>
<td>BEEng, DipEleEng, DipEd</td>
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<tr>
<td><strong>Department of Building and Construction</strong></td>
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<tr>
<td>Head of D department</td>
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<tr>
<td>Alan Hill</td>
<td>DipITechTeach, AdvCertBld&amp;Construc, GradCertEdLndscp, BuildTechCert, TradeCert, DipBuild</td>
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<tr>
<td>Program Manager</td>
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<tr>
<td>John McLeod</td>
<td>DipITechTeach, TradeTechCert, TradeCert</td>
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<td>Greg Radville</td>
<td>DipITechTeach, TradeCert</td>
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<tr>
<td>George Stefanidis</td>
<td>BEng(Civil)</td>
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<tr>
<td>Paul Ashley</td>
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<tr>
<td>Daniel Bonnici</td>
<td>TradeCert, AssDipBldConst</td>
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<td>Bill Boyack</td>
<td>DipITechTeach, CertTechTeach, TradeCert</td>
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<tr>
<td>John Bunnett</td>
<td>BEEd, DipIT, TradeCert</td>
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<td>Ron Clark</td>
<td>DipEd, TradeCert</td>
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<tr>
<td>Nick DelGrosso</td>
<td>AdvCertBldlnsp, TradeCert</td>
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Rob Greames  TradeCert
Alan Hughes  TradeCert
Robert Miles  DipTechTeach, TradeCert
Neil Monifoss  COTArchDraf, AssDipApplSc, CTT, DipITT, RBP
Antonio Mundz  TradeCert
Alan Murrell  DipTechTeach, TradeCert
Paul Nancarrow  BldInsCert, DipTechTeach, TradeCert
Douglas Sinclair  TradeCert
Gary Smithett  BldTechCert, DipTechTeach, TradeCert
Daryl Spalding  BldTechTeach, DipTechTeach, TradeCert
Mark Stone  TradeCert
Geoff Tack  DipTechTeach, TradeCert
Peter Thomas  TradeCert, DipBuild
Robert Verity  DipTechTeach, TradeCert
Mark Webber  TradeCert, CertIVWrkplcTrain
Brian Weybury  DipITT, TradeCert
Patrick White  BldTechCert, TradeCert, CertIVWrkplcTrain
Robert Whitehurst  DipITT, TradeCert

Department of Building Services & Special Trades

Neville Penny  DipTechTeach, GradDipEd, WrkplcAssr, AppPlum&Gastr, GradDIPlsdpDev
George Crawford  CertProf, TrainTradeInstCert, DipTechTeach, WrkplcAssr, CftmnCert
Stephen Gilligan  WrkplcTrain1, WrkplcAssr, BEd, DipTechTeach, CertTechTeach, TradeCert, GradDIPlsdpDev

Teachers
Daryl Castles  CertTechTeach, TradeCert
Alan Conway  TradeCert, CertIVVETDipVET
John Craddock  CertProf, CertTechTeach, WrkplcAssr, TradeCert
Kevin Elsey  CertProf, TrainTradeInstCert, DipTechTeach, CftmnCert
Leigh Griffiths  CertPmcDec, DipTechTeach, CertEleWrkPfrms, TradeCert
Dan Ives  DipTechTeach, TTIC, TradeCert
Richard Jolliffe  CertTechTeach, DipTechTeach, TradeCert, GradDiplEd

John McColl  TTC, DipTechTeach, TradeCert,
Kyle McKenzie  TradeCert, CertIVWrkplcTrain&Assr
Chris Miskinas  TradeCert, TradeCert, CertPjctConst
Tom Mulholland  DipTechTeach, TradeCert, BEd, GradDipEd, CertPjctConst
Scott Robinson  TradeCert, CertIVVETDipVET
Alan Schurer  CftmnCertPaintEd, TTC, TradeCert
Bob Smith  DipTechTeach, TTIC, TradeCert, Wayne Tangee  TradeCert, CertIVVETDipVET
Peter Turner  DipTechTeach, TradeCert, GradDiplEdAdmin

Department of Electrotechnology

Paul Lange  BEng(Elec), GradDiplEd, MIEEE
Adam Miller  COT(Electronics)
Peter Avrill  COT(Electronics), DipTechTeach
Stan Borysiewicz  TTC, AgradeElecMechLic
Grant Knox  DipTechTeach, TTC, AgradeElecMechLic
Tony Wren  CertTechTeach, CertIndElec

Teachers
Bill Aardoom  BEd, DipTechTeach
Spiro Abele  DipEd, TTC, AssDipElect, TechCertDigital, TechCertComms, TechCertTV, RadTradeCertComm
Ray Daniels  BEd, DipEd, GradDiplComp, AdvSkillsTeach
David Duncan  DipTechTeach, A grade ElecMech
Philip Faulkner  TTRIC, DipTechTeach, AgradeElecMech, ElecTradeFit
Rens Floet  DipTechTeach, AGradeElecMech
Brian Kennedy  BEdLatrobe, GradCertTESOLMelb, DipTechTeachHIAE, CertTechTeachHIAE, TraintheTrainerHIAE, WrkplcAssr, AgradeElecMech
Chwee Lim  BEng(Electronics), GradDiplEd, DipElecElectronics
David McNish  CertTechTeach, BEd, DipTechTeach, CertTechTrain
Adrian Meehan  TTRIC, DipTechTeach
Rahamathulla Mohammad  BEng(Electronics & Telecommunications), CertIVAssmt&WrkplcTrain
Kevin Norman  DipTechTeach
Reza Razavisha  BSc, GradDiplEd, MIEEE
Alex Ritches  BEng(Comms), DipElect, DipElec, DipEd, AdvSkillsTeach
Klaus Schneider  BEd, DipEd, CertTechTeach
David Scott  DipEd, DipTechTeach, CertElecTech
Colin Seymour  DipTechTeach, CertTech(Elec), DipEng(CommSp), AssocDipEng(Telecom)
Harrow Skapinskas  BSc, BEng, DipElecEng, DipMechEng, DipEd, GradEIAust
Mike Tull  TTRIC, DipTechTeach, AGradeElecMech
Paul Webster  COT(Elect), DipTechTeach
Noel Whitford  CertTechTeach, AgradeElecMech, ElectTechCert
Leigh Withington  DipTechTeach, RAAFTech, AustelLic

Department of Information Technology

Hendy D'Hart  HTC, BEdLatrobe, GradDiplCompScLatrobe
Kevin Baker  BSc, DipEd, GradDiplComp, GradDiplEdTech
Sharon Brown  BScMelb, DipEdMelbStColl, GradDiplCompScMelb
Ian Browne  BScOtago, GradDiplEdNedlands, GradDiplCompScSwinburne
Tien Cavak  BScCompSc(MathSci), GradDiplSciEd
Michael Chung  BAppTechRMIT, GradDiplBusCompVicMelb
Nick Cypreou  BEng(CompScRMIT, GradDiplBusComp), GradDiplCompScSwinburne
Ajith DeSilva  BscPere, GradDiplCompScSwinburne
Janusz Dutka  BSc, GradDiplCompMon
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School of Technical and Further Education

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School of Technical and Further Education

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Department of Language Studies

Trinh Truong  CertIII Off Admin Vic Melb
Mary Ziotas

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Margaret Cook  BAMelb, DipEdMelb, Dip(TESL)Deakin
MA(TESL)Deakin
Program Manager
Vacant

Rose Barillaro  BAMonash, DipEdRusden
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Michael Lomas  MA(Appl Ling)Melb, DipEdLatoRrobe, GradCertVoiEd(TET), CertIV MicrocompTech
Krina McFarlane  Tim Molyneux  BA Swinburne, Grad Dip Soc Ed Vic Melb, MEdMelon

Natalie Senjov  Paul Shanahan  BAmMelb, Grad Dip Ed Latrobe
Victoria Taylor  BDesMelb, BAmMelb, Dip Ed Rusden

School of Human Services, Art & Multimedia

A coincide D indor  H end of School
Anne Jones  DTPMelb, GDESEMmelb

Department of Art, Design & Multimedia

H end of D apartment
John Barnby  Dip FineArtRMIT, Dip Ed HIEA
Program Manager- Graphic Art
Maureen Fitzgerald  Ass Dip Graph Art Chisholm, Dip Ed HIEA
Program Manager- Multimedia
Mark O’Rourke  BSc(Hons)Melb, AdvCertArt&DesPIT, AdvDipArtsElecD esk&IntMediaSwinburne
Support Service Officer
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Teachers
Tony Aszodi  Ass Dip Graphic Art
Paul Bony  BA FinArtVCa
Peter Burke  BA FinArtRMIT, Dip Ed Melb

David Cahill

Chris Capetanakis  BAG raph Design
Janice H enny-Jones  Dip Ed Melb, Grad Dip LibshopMelb
Greg Giannis  BEElecEng, MA(Media Arts)
Janet McDonald  Dip Art Old & Silversmith RMIT, Grad Dip Ed Melb, Ass Dip Art GraphicArtWMIT
Julie Patey  Grad Dip Ed, BAFinArts

Julie Stewart  BAV isComRMIT
Jonathan Walker  Ass Dip FinArtRMIT
Client Support Officer
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Department of Child Studies

H end of D apartment
Sue Dowey  BEd(early Chldhd)InstErfyChldhdD ev, Grad Dip EdHIE, Dip MKTC, CertIV Asmt&Wrkplc Train Medidquest
Program Managers
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Susan Emmett  BEdMelb, Dip Teach(ECD)Melb, CertIV Mgmt Swinburne

Teachers
Jennifer Atiken  M Dip Teach ED H Phillip, Dip Teach Pri Bendigo C AE
Christine Cook  BEd ECH, Dip Teach ECH / ECD
Dury D’Cruze  MCD India, Grad Dip HIEA
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Janette Hunt  BEd CD Medb, Grad Dip Avd Studs ECD, Dip Kindergarten Teach MKTC
Cam Huy nh  Ass Dip CCWMIT, Dip Kindergarten Teach Vietnam
Anna Kilderry  BAltrobe, Grad Dip ECD QUT
Julie McCarthy  BEd ECH / ECD, Grad Dip Ed Melb
Bromwen Malpas  Train Infant Teach Cer Burwood, Ass Dip CCGordon
Gracie Munari  Ass Dip CCWMIT, BEd ECD Melb
Elizabeth Roy  BEd (HomeEco) Rusden
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Maureen Thorp  Ass Dip CCWMIT, Mcrstnurse Cerst Josephs
Catherine Tigh  Dip Teach Melb, Dip CCWMIT

H ealth Services Unit

H end of U nit
Sue Philpott  Reg Nurse Dv1 Cert Austin Hosp, BAppSc Nursing Lincoln Inst

Teachers
Rita Funnell  Reg Nurse Dv1, Mllth Stud LaRrobe, BHlthSc Vic Melb, Cert nellNurs NW Col Nuns, PsychNurs Cert Hilarrest SA
Susan Hope  BEd Melb, Reg Nurse Dv1 Cert RCH
Gabrielle Koutoukidis  Reg NurseDv1 Lincoln Inst, Dip AppSc Nsg Lincoln Inst, BSc Nsg Midwifery LaRrobe, Cert IV Nurs Ed LaRrobe/ Lincoln Inst
Caryl Robson  MEd Melb, BAppSc Nsg Lincoln Inst, Reg Nurse Dv1
Elizabeth Trainor  Reg Nurse Dv1, Reg Nurse (Coronary Care), Dip AppSc Nsg Pit, BEd Monash
Stuart Tyler  Reg Nurse Dv1 RCH, BHlthSc Vic Melb

Library Studies Unit

H end of U nit
Ian Rogers  BEd LibMelb, MEd (St) Monash, Cert IV Wkplc Assr & Train Vic Melb

Teachers
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Grad Dip Ed Charles Sturt, MEd (Lit) Charles Sturt
Susan Reynolds  BEd LibMelb, MLSSanJose US, Wkplc Assr Vic Melb
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Head of Department
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Program Managers
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Project Officer
Brian Fairman

Teachers
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Karen Baker Div2RN, CertIV WrkplcTrain&Assr
Elizabeth Brangan BLSLatrobe
Joan Cooney BSpEdMelb, GradDipEdMelb
Jen Couch BA(A sia Pac CD) VicMelb
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Leanne Glover-Richards BA, CertIV WrkplcAssr
Wilma Grant BSScWIAE, GradDipEd, AdvCertRACS
Gerard Hogan BEd, BA
Kon Karaparagiotidis BLSLatrobe, BSScVicMelb, BSScLatrobe
Dave Kerin CertIV WrkplcAssr&Train
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HeLEN McGregor SEN, GradCert(PallCare), WrkplcAssr&Train
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Sarah Palmer BA Psych/Soc, CertIV WrkplcAssr&Train
Mary Roberts AssDipCD, BA, BEng
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Rita Sidauskas DipWfam, DipTel teach, CertIV WrkplcTrain
Susan Wells DipSocSc, B.S.W Monash, GradDipEdMelb
Linda White B/J LLB, GradDipEdTrain(Hons)
Vema Wooldridge D PT, RN, GradDipHlthEd, CertIV WrkplcAssr&Train

Department of Sport, Recreation & Fitness

Head of Department
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David Spark GradDipRec&SpptMgmt
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Oliver Allan
Nathan Baver
Bruce; Davis
James Duman
HeLEN Fraser
Robert McPhail
Koya Marney BA BSc(Hons), GradDipEdSecED
John Morrison
Stefan Schutt
Bob Uther

School of Hospitality & Personal Services

Head of Department
Carol Dickman HairdressingTechCert, TTIC

Department of Personal Services

Head of Department
Kathryn Whye CertPersSvs(BeautyTherapy), BEd,D eakin, GradCertLdrshpEd&TmgMgs
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Pat Clancio DipTechTeachHIEA, AdvCertHrdsng, CertIIIHrdsng, WrkplcAssr1&2
Donald Connop BEdLatrobe, AdvCertHrdsng, GradCertLdrshpEd&TmgMgs, WrkplcAssr1&2
Wendy Fitzpatrick DipTechTeach, CertIIIHrdsng
Les Gannon DipTechTeach, AdvCertHrdsng
John Gowan DipTechTeach, AdvCertHrdsng
Judith Guantai DipTechTeach, AdvCertHrdsng
Sally Harrop BEd
Siobhan Hudson AssDipHlthSc, DipTechTeach
Rosemary John DipTechTeach, CertIIIHrdsng, WrkplcAssr2
Barbara McInnes DipTechTeach, AdvCertNailTech, CertIIIHrdsng, AdvCertHrdsng, WrkplcAssr1&2
Louise Moss DipTechTeach, DipNatAesthets, AssDipHlthSc(Beauty)
Jenny Northam Lynne Rapinetti DipTAFETeach, CertIIIHrdsng, WrkplcAssr1&2
Eva Sagar AssDipHlthSc, DipEd, DipClinAromthpy
Leanne Scott DipTechTeach, CertIIIHrdsng, AdvCertHrdsng, WrkplcAssr2, CertIV WrkplcAssr
Brenda Scoular DipEd, AssDipHlthSc, AdvCertEpltn, AdvCertHrdsng
Margaret Trudgen CertTechTeach, AdvCertHrdsng
Dylan Webb BSc, MSc, DipEd
Leanne White WrkplcAssr
Garry Wright DipTechTeach, AdvCertHrdsng
Sandy Wyer DipEd, DipBeautyThry, TradeCertHrdsng
Lorraine Yamton DipTechTeach, CertIIIHrdsng, AdvCertHrdsng, VET Assr, WrkplcAssr1&2

Short Course Centre

Manager
Eda Mrsnik
Coordinator
Sophie Moustakas
A administrative Officer
Tina Atallah
Department of Hospitality & Tourism

Head of Department
Mike Hester
Program Managers
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Teachers
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Jacqueline Bates TradeCertCookeryBoxHillTAFE
Pam Fegan DipTeachingMelb, TradeCertPastryCookIRC, WkplaceAssrWMIT
Tony Fitzlaff AdvCertBusStudiesRMIT, TradeCertWaitingWMIT, TraintheTrainer, WkplcAssrWMIT
Neil Kendrick BA(Hons), GradDipTour, GradDipAFET
Phillip Meyer BAMon, BEdMon, DipEdMon
Caroline Protopopoff DipEdMelb, TradeCertWaitingSTB
David Rasmussen CookingTradeCertWAngliss
Trudy Shepherd BSc, GradDipEd, Cert Travel&Tour
Teresa Signorello BSSBendigoInst, DipEdSecMercy
Ross Venturo TradeCertCookeryFIT, CertCateringWAngliss, TrainTheTrainer2WAngliss
Leigh Weeks B.TeachGriffith, CertIIHotel&CateringQld
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.

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 Bradstock
Head of Department, ELI

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**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
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

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### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15562VIC</td>
<td>Certificate I in Boatbuilding [Pre-Apprenticeship]</td>
</tr>
<tr>
<td>15563VIC</td>
<td>Certificate II in Boatbuilding [Traineeship]</td>
</tr>
<tr>
<td>15564VIC</td>
<td>Certificate III in Boatbuilding [Apprenticeship]</td>
</tr>
<tr>
<td>BCF10100</td>
<td>Certificate I in Construction (Off-site)</td>
</tr>
<tr>
<td>BCG10198</td>
<td>Certificate I in Construction</td>
</tr>
<tr>
<td>BCG20198-B</td>
<td>Certificate II in General Construction [Boatbuilding Pre-Apprenticeship]</td>
</tr>
<tr>
<td>BCG30698</td>
<td>Certificate III in General Construction [Apprenticeship]</td>
</tr>
<tr>
<td>BCG20198</td>
<td>Certificate II in General Construction [Carpentry Pre-Apprenticeship]</td>
</tr>
<tr>
<td>BCG30798</td>
<td>Certificate III in General Construction [Apprenticeship]</td>
</tr>
<tr>
<td>20082VIC</td>
<td>Certificate II in Carpentry &amp; Joinery [Joinery/ Stairbuilding/Shopfitting]</td>
</tr>
<tr>
<td>BCF30200</td>
<td>Certificate III in Off-site Construction [Joinery/ Timber/ Aluminium/ Glass]</td>
</tr>
<tr>
<td>2202ACC</td>
<td>Certificate II in Furniture Manufacturing [Pre-Apprenticeship] [Cabinet Making]</td>
</tr>
<tr>
<td>2302ABC</td>
<td>Certificate III in Furniture Manufacturing [Cabinet Making] [Apprenticeship]</td>
</tr>
<tr>
<td>SA3474</td>
<td>Diploma of Building Design &amp; Drafting</td>
</tr>
<tr>
<td>SA3475</td>
<td>Diploma of Building</td>
</tr>
<tr>
<td>SA3477</td>
<td>Certificate IV in Building</td>
</tr>
<tr>
<td>SA3476</td>
<td>Certificate IV in Building Drafting</td>
</tr>
<tr>
<td>SA3472</td>
<td>Diploma of the Built Environment</td>
</tr>
<tr>
<td>SA3473</td>
<td>Diploma of Building Surveying</td>
</tr>
</tbody>
</table>

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

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### 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 Course Hours
NOS119 Work Environment 30
VBG951 Workplace Occupational Health & Safety 40
VBG952 Boating Terminology 20
NCS001 Workplace Communication 40
VBG953 Boating Calculations 20
VBG954 Hand & Power Tools 40
VBG955 Boating D rafting 20
VBG956 Craft Development 60
VBG957 Boating Materials 40
VBG968 Introduction to Static Machines 20
VBF906 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
In order to receive the qualification Certificate II in Boatbuilding (Traineeship) 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.

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 Course Hours
NOS119 Work Environment 30
VBG951 Workplace Occupational Health & Safety 40
VBG952 Boating Terminology 20
NCS001 Workplace Communication 40
VBG953 Boating Calculations 20
VBG954 Hand & Power Tools 40
VBG955 Boating D rafting 20
VBG956 Craft Development 60
VBG959 Craft Construction (General) 20
VBF906 Construction Materials 20
VBF958 Introduction to Static Machines 20

Boatbuilding Module Bank
Module Code Course Hours
VBG956 Craft Development 80
VBG981 Planking 40
VBG961 Craft Construction–Timber 60
VBG962 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
VBG982 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 D rafting 40
VBG968 Boating Patterns 40
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 possess 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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>20</td>
<td>Carry out Interactive Workplace Communication</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>40</td>
<td>Carry out O H&amp;S Requirements</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>20</td>
<td>Plan &amp; Organise Work</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>36</td>
<td>Read &amp; Interpret Plans</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>20</td>
<td>Carry out Measurements &amp; Calculations</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>80</td>
<td>Use Hand &amp; Power Tools</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>16</td>
<td>Use Small Plant &amp; Equipment</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>8</td>
<td>Use Simple Levelling Devices</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>16</td>
<td>Handle Construction Materials &amp; Safely Dispose of Waste</td>
</tr>
</tbody>
</table>

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 possess 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG 1000A</td>
<td>20</td>
<td>Carry out Interactive Workplace Communication</td>
</tr>
<tr>
<td>BCG 1001A</td>
<td>40</td>
<td>Carry out O H&amp;S Requirements</td>
</tr>
<tr>
<td>BCG 1002A</td>
<td>20</td>
<td>Plan &amp; Organise Work</td>
</tr>
<tr>
<td>BCG 1003A</td>
<td>36</td>
<td>Read &amp; Interpret Plans</td>
</tr>
<tr>
<td>BCG 1004A</td>
<td>20</td>
<td>Carry out Measurements &amp; Calculations</td>
</tr>
<tr>
<td>BCG 1005A</td>
<td>80</td>
<td>Use Hand &amp; Power Tools</td>
</tr>
<tr>
<td>BCG 1006A</td>
<td>16</td>
<td>Use Small Plant &amp; Equipment</td>
</tr>
<tr>
<td>BCG 1008A</td>
<td>8</td>
<td>Use Simple Levelling Devices</td>
</tr>
<tr>
<td>BCG 1010A</td>
<td>16</td>
<td>Handle Construction Materials &amp; Safely Dispose of Waste</td>
</tr>
</tbody>
</table>

Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>BCG1012</td>
<td>40</td>
<td>Prepare for Construction Process (Wall &amp; Floor Tiling)</td>
</tr>
<tr>
<td>BCG1013</td>
<td>40</td>
<td>Prepare for Construction Process (Solid Plastering)</td>
</tr>
<tr>
<td>BCG1014</td>
<td>40</td>
<td>Prepare for Construction Process (Dry Wall Plastering)</td>
</tr>
<tr>
<td>BCG1015</td>
<td>40</td>
<td>Prepare for Construction Process (Brick/Blocklaying)</td>
</tr>
<tr>
<td>BCG1016</td>
<td>40</td>
<td>Prepare for Construction Process (Carpentry)</td>
</tr>
<tr>
<td>BCG1017</td>
<td>40</td>
<td>Prepare for Construction Process (Demolition)</td>
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<tr>
<td>BCG1018</td>
<td>40</td>
<td>Prepare for Construction Process (Steelwork)</td>
</tr>
<tr>
<td>BCG1019</td>
<td>40</td>
<td>Prepare for Construction Process (Painting &amp; Decorating)</td>
</tr>
<tr>
<td>BCG2000A</td>
<td>32</td>
<td>Prepare for Construction Process (Wall &amp; Floor Tiling)</td>
</tr>
<tr>
<td>BCG2002A</td>
<td>20</td>
<td>Carry out Oxy/ LPG acetylene cutting</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>24</td>
<td>Erect &amp; Strip Form work for Concrete Work</td>
</tr>
<tr>
<td>BCG2006A</td>
<td>40</td>
<td>Carry out Steelfixing</td>
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<tr>
<td>BCG2008A</td>
<td>16</td>
<td>Use Explosive Power Tools (EPT)</td>
</tr>
<tr>
<td>BCG2009A</td>
<td>40</td>
<td>Carry out Concret Work</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>4</td>
<td>Remove/ Replace Door &amp; Window Furniture</td>
</tr>
</tbody>
</table>
BCG 2011A  Use Static Machines  32
BCG 2012A  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 safe use and maintenance of a wide range of tools and equipment.

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG 1000A</td>
<td>Carry out Interactive Workplace Communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG 1001A</td>
<td>Carry out OHS &amp; Requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1002A</td>
<td>Plan &amp; Organise Work</td>
<td>20</td>
</tr>
<tr>
<td>BCG 1003A</td>
<td>Read &amp; Interpret Plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG 1004A</td>
<td>Carry out Measurements &amp; Calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG 1005A</td>
<td>Use Hand &amp; Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG 1006A</td>
<td>Use Small Plant &amp; Equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG 1007A</td>
<td>Erect &amp; Dismantle Restricted Height Scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1008A</td>
<td>Use Simple Levelling Devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG 1010A</td>
<td>Carry out Concreting to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1011A</td>
<td>Handle Construction Materials &amp; Safely Dispose of Waste</td>
<td>16</td>
</tr>
<tr>
<td>BCG 1015A</td>
<td>Prepare for Construction Process (Brick/Block Laying)</td>
<td>40</td>
</tr>
<tr>
<td>BCG 2001A</td>
<td>Prepare Surfaces</td>
<td>52</td>
</tr>
<tr>
<td>BCG 2003A</td>
<td>Carry out General Demolition</td>
<td>32</td>
</tr>
<tr>
<td>BCG 2004A</td>
<td>Carry out Levelling</td>
<td>16</td>
</tr>
<tr>
<td>BCG 2007A</td>
<td>Operate Elevated Work Platforms (EWP)</td>
<td>20</td>
</tr>
<tr>
<td>BCG 2008A</td>
<td>Use Explosive Power Tools (EPT)</td>
<td>16</td>
</tr>
<tr>
<td>BCG 3011A</td>
<td>Carry out Basic Setting Out</td>
<td>12</td>
</tr>
<tr>
<td>BCG 3012A</td>
<td>Install Door Frames</td>
<td>8</td>
</tr>
<tr>
<td>BCG 3107A</td>
<td>Carry out Veneer Construction</td>
<td>60</td>
</tr>
<tr>
<td>BCG 3108A</td>
<td>Carry out Solid Brick Construction</td>
<td>60</td>
</tr>
<tr>
<td>BCG 3109A</td>
<td>Construct Masonry Steps &amp; Stairs</td>
<td>36</td>
</tr>
<tr>
<td>BCG 3110A</td>
<td>Lay Bricks &amp; Blocks (Wall &amp; Corner)</td>
<td>76</td>
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</table>

Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BCG 3111A</td>
<td>Lay Multi Thickness Walls &amp; Piers</td>
<td>40</td>
</tr>
<tr>
<td>BCG 3112A</td>
<td>Construct Masonry Arch- Semi Circular &amp; Segmental</td>
<td>56</td>
</tr>
<tr>
<td>BCG 3113A</td>
<td>Construct Curved Wall</td>
<td>16</td>
</tr>
<tr>
<td>BCG 3114A</td>
<td>Construct Masonry Blockwork</td>
<td>32</td>
</tr>
<tr>
<td>BCG 3048A</td>
<td>Install Glass Blockwork</td>
<td>24</td>
</tr>
<tr>
<td>BCG 3067A</td>
<td>Construct Corbels &amp; Decorative Brickwork</td>
<td>40</td>
</tr>
<tr>
<td>BCG 3068A</td>
<td>Construct Battered Masonry Surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCG 3069A</td>
<td>Construct Fire Place &amp; Chimney</td>
<td>48</td>
</tr>
<tr>
<td>BCG 3115A</td>
<td>Lay Segmental/Unit Paving</td>
<td>24</td>
</tr>
</tbody>
</table>

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 possess 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG 1000A</td>
<td>Prepare Surfaces</td>
<td>52</td>
</tr>
<tr>
<td>BCG 1001A</td>
<td>Carry out Interactive Workplace Communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG 1002A</td>
<td>Carry out OHS &amp; Requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1003A</td>
<td>Carry out General Demolition</td>
<td>32</td>
</tr>
<tr>
<td>BCG 1004A</td>
<td>Operate Elevated Work Platforms (EWP)</td>
<td>20</td>
</tr>
<tr>
<td>BCG 1005A</td>
<td>Use Hand &amp; Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG 1006A</td>
<td>Use Small Plant &amp; Equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG 1007A</td>
<td>Erect &amp; Dismantle Restricted Height Scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1008A</td>
<td>Use Simple Levelling Devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG 1009A</td>
<td>Carry out Excavation &amp; Install Support</td>
<td>16</td>
</tr>
<tr>
<td>BCG 1010A</td>
<td>Carry out Concreting to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1011A</td>
<td>Handle Construction Materials &amp; Safely Dispose of Waste</td>
<td>16</td>
</tr>
</tbody>
</table>

Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG 1012A</td>
<td>Prepare for Construction Process (Wall &amp; Floor Tiling)</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1013A</td>
<td>Prepare for Construction Process (Solid Plastering)</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1014A</td>
<td>Prepare for Construction Process (Dry Wall Plastering)</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1015A</td>
<td>Prepare for Construction Process (Brick/Block Laying)</td>
<td>40</td>
</tr>
<tr>
<td>BCG 1016A</td>
<td>Prepare for Construction Process (Carpentry)</td>
<td>40</td>
</tr>
</tbody>
</table>
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.

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)**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA016</td>
<td>F13 3 Drawer Unit</td>
<td>30</td>
</tr>
<tr>
<td>VAA017</td>
<td>F3 3 Light Door</td>
<td>12</td>
</tr>
<tr>
<td>VAA046</td>
<td>S20 Access Ladder</td>
<td>16</td>
</tr>
<tr>
<td>VAA279</td>
<td>R11 Aluminium Fabrication</td>
<td>21</td>
</tr>
<tr>
<td>VAA280</td>
<td>S22 Aluminium Fly Screen</td>
<td>4</td>
</tr>
<tr>
<td>VAA283</td>
<td>S12 Aluminium Window Frame</td>
<td>8</td>
</tr>
<tr>
<td>VAA461</td>
<td>F24 Assess/ Unit-Saw Tools</td>
<td>6</td>
</tr>
<tr>
<td>VAA462</td>
<td>R12 Access/ Unit-Aluminium Fabrication</td>
<td>7</td>
</tr>
<tr>
<td>VAA466</td>
<td>S21 Assess/ Unit-Step Ladder</td>
<td>16</td>
</tr>
<tr>
<td>VAA469</td>
<td>B8 Assess/ Unit-Tool Box</td>
<td>40</td>
</tr>
<tr>
<td>VAA506</td>
<td>F10 Basic Stair</td>
<td>40</td>
</tr>
<tr>
<td>VAA573</td>
<td>F7 Bay Window</td>
<td>32</td>
</tr>
<tr>
<td>VAA757</td>
<td>B6 Boring and Drilling</td>
<td>12</td>
</tr>
<tr>
<td>VAB004</td>
<td>F5 Casement Window</td>
<td>3</td>
</tr>
<tr>
<td>VAB018</td>
<td>S13 Ceiling-Floor Frame</td>
<td>4</td>
</tr>
<tr>
<td>VAB082</td>
<td>B4 Chiselling</td>
<td>10</td>
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<tr>
<td>VAB665</td>
<td>P9 Curved Window</td>
<td>32</td>
</tr>
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<td>VAB930</td>
<td>P17 Door Frames</td>
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</tr>
<tr>
<td>VAB931</td>
<td>S10 Door Frame</td>
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</tr>
<tr>
<td>VAB945</td>
<td>B9 Drafting</td>
<td>4</td>
</tr>
<tr>
<td>VAB952</td>
<td>S3 Drafting</td>
<td>3</td>
</tr>
<tr>
<td>VAB970</td>
<td>P18 Drapers</td>
<td>7</td>
</tr>
<tr>
<td>VAC286</td>
<td>S17 Entrance Door</td>
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</tr>
<tr>
<td>VAC304</td>
<td>S9 Erect Wall Frames</td>
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</tr>
<tr>
<td>VAC415</td>
<td>B7 Fastening and Joining</td>
<td>12</td>
</tr>
<tr>
<td>VAC505</td>
<td>S19 Finishing</td>
<td>16</td>
</tr>
<tr>
<td>VAC616</td>
<td>F2 Flywire Door</td>
<td>20</td>
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<tr>
<td>VAC680</td>
<td>F27 Free Standing Unit</td>
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<td>VAD605</td>
<td>P16 Joinery Frames</td>
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</tr>
<tr>
<td>VAD737</td>
<td>P23 Levelling and Plumbing</td>
<td>7</td>
</tr>
<tr>
<td>VAD762</td>
<td>S14 Linings and Top Decking</td>
<td>12</td>
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<tr>
<td>VAE039</td>
<td>B2 Measuring and Marking</td>
<td>12</td>
</tr>
<tr>
<td>VAE167</td>
<td>P20 Mitre and Scribe Mouldings</td>
<td>6</td>
</tr>
<tr>
<td>VAE350</td>
<td>B10 Occupational Health &amp; Safety</td>
<td>4</td>
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<td>VAE358</td>
<td>P26 Occupational Health &amp; Safety</td>
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<tr>
<td>VAE365</td>
<td>S24 Occupational Health &amp; Safety</td>
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</tr>
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<td>VAE370</td>
<td>R14 Occupational Health &amp; Safety</td>
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<tr>
<td>VAE553</td>
<td>P19 Paneling</td>
<td>6</td>
</tr>
<tr>
<td>VAE749</td>
<td>B5 Planing</td>
<td>10</td>
</tr>
<tr>
<td>VAE869</td>
<td>F23 Portable Power Tools</td>
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<td>VAE872</td>
<td>R13 Portable Power Tools + Pneumatic</td>
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<tr>
<td>VAF534</td>
<td>B3 Sawing</td>
<td>12</td>
</tr>
<tr>
<td>VAP632</td>
<td>S18 Servery Shelf</td>
<td>8</td>
</tr>
<tr>
<td>VAP737</td>
<td>P22 Site Setting Out</td>
<td>6</td>
</tr>
<tr>
<td>VAP877</td>
<td>P21 Stair Construction</td>
<td>12</td>
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<tr>
<td>VAP984</td>
<td>F22 Static Woodworking Machines</td>
<td>40</td>
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<tr>
<td>VAG349</td>
<td>B1 Trade Orientation</td>
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<tr>
<td>VAG618</td>
<td>S7 Wall Frame Set Out</td>
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</tr>
<tr>
<td>VAG619</td>
<td>S8 Wall Framing</td>
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</tr>
<tr>
<td>VAG622</td>
<td>S16 Wardrobe Cupboard</td>
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</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ABC505</td>
<td>Communications</td>
<td>40</td>
</tr>
<tr>
<td>ABC506</td>
<td>Introduction to Materials</td>
<td>20</td>
</tr>
<tr>
<td>ABC507</td>
<td>Information Technology</td>
<td>20</td>
</tr>
<tr>
<td>ABC508</td>
<td>Hand Tools &amp; Equipment</td>
<td>40</td>
</tr>
<tr>
<td>ABC509</td>
<td>Power Tools &amp; Equipment</td>
<td>16</td>
</tr>
<tr>
<td>ABC510</td>
<td>Materials Handling</td>
<td>10</td>
</tr>
<tr>
<td>ABC511</td>
<td>Construction- Basic</td>
<td>36</td>
</tr>
<tr>
<td>ABC512</td>
<td>Drawing</td>
<td>20</td>
</tr>
<tr>
<td>ABC513</td>
<td>Working with Others</td>
<td>20</td>
</tr>
</tbody>
</table>

**Core Skills**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC541</td>
<td>Occupational Health &amp; Safety 2</td>
<td>20</td>
</tr>
<tr>
<td>ABC545</td>
<td>Plan Reading &amp; Documentation</td>
<td>12</td>
</tr>
<tr>
<td>ABC548</td>
<td>Quality Principles</td>
<td>12</td>
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</tbody>
</table>

**Specific Skills—Cabinet Making**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC542</td>
<td>Surface Preparation</td>
<td>16</td>
</tr>
<tr>
<td>ABC544</td>
<td>Basic Static Machines &amp; Equipment</td>
<td>32</td>
</tr>
<tr>
<td>ABC601</td>
<td>Frame &amp; Panel Construction</td>
<td>80</td>
</tr>
<tr>
<td>ABC603</td>
<td>Modular Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC604</td>
<td>Leg &amp; Rail Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC605</td>
<td>Drawer Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC609</td>
<td>Door Construction</td>
<td>48</td>
</tr>
<tr>
<td>ABC615</td>
<td>Solid Timber Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC999</td>
<td>Practical Placement</td>
<td>114</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC501</td>
<td>Introduction to Furnishings Industry</td>
<td>8</td>
</tr>
<tr>
<td>ABC502</td>
<td>Occupational Health &amp; Safety 1</td>
<td>8</td>
</tr>
<tr>
<td>ABC503</td>
<td>Workplace Environment</td>
<td>8</td>
</tr>
<tr>
<td>ABC504</td>
<td>Calculations</td>
<td>8</td>
</tr>
<tr>
<td>ABC505</td>
<td>Communications</td>
<td>40</td>
</tr>
<tr>
<td>ABC506</td>
<td>Introduction to Materials</td>
<td>20</td>
</tr>
<tr>
<td>ABC507</td>
<td>Information Technology</td>
<td>20</td>
</tr>
<tr>
<td>ABC508</td>
<td>Hand Tools &amp; Equipment</td>
<td>40</td>
</tr>
<tr>
<td>ABC509</td>
<td>Power Tools &amp; Equipment</td>
<td>16</td>
</tr>
<tr>
<td>ABC510</td>
<td>Materials Handling</td>
<td>10</td>
</tr>
<tr>
<td>ABC511</td>
<td>Construction Basic</td>
<td>36</td>
</tr>
<tr>
<td>ABC512</td>
<td>Drawing</td>
<td>20</td>
</tr>
<tr>
<td>ABC513</td>
<td>Working with Others</td>
<td>20</td>
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Core Skills

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC541</td>
<td>Occupational Health &amp; Safety 2</td>
<td>20</td>
</tr>
<tr>
<td>ABC542</td>
<td>Surface Preparation</td>
<td>16</td>
</tr>
<tr>
<td>ABC543</td>
<td>Ergonomics</td>
<td>8</td>
</tr>
<tr>
<td>ABC544</td>
<td>Basic Static Machines &amp; Equipment</td>
<td>32</td>
</tr>
<tr>
<td>ABC545</td>
<td>Plan Reading &amp; Documentation</td>
<td>12</td>
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<tr>
<td>ABC546</td>
<td>Customer Relations &amp; Services</td>
<td>20</td>
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<tr>
<td>ABC547</td>
<td>Decorative Accessories</td>
<td>20</td>
</tr>
<tr>
<td>ABC548</td>
<td>Quality Principles</td>
<td>12</td>
</tr>
<tr>
<td>ABC549</td>
<td>Installation Techniques 1</td>
<td>24</td>
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<tr>
<td>ABC550</td>
<td>Introduction to CAD</td>
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</table>

Specific Skills–Cabinet Making

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC601</td>
<td>Frame &amp; Panel Construction</td>
<td>80</td>
</tr>
<tr>
<td>ABC602</td>
<td>Panel Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC603</td>
<td>Modular Construction</td>
<td>40</td>
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<tr>
<td>ABC604</td>
<td>Leg &amp; Rail Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC605</td>
<td>Drawer Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC606</td>
<td>Pattern &amp; Template Making</td>
<td>20</td>
</tr>
<tr>
<td>ABC607</td>
<td>Veneer Processing</td>
<td>20</td>
</tr>
<tr>
<td>ABC608</td>
<td>Pre-Production Planning</td>
<td>20</td>
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<tr>
<td>ABC609</td>
<td>Door Construction</td>
<td>48</td>
</tr>
<tr>
<td>ABC610</td>
<td>Curved Construction</td>
<td>80</td>
</tr>
<tr>
<td>ABC611</td>
<td>Angular Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC612</td>
<td>Table Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC613</td>
<td>Installation Techniques</td>
<td>20</td>
</tr>
<tr>
<td>ABC614</td>
<td>Man Board Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC615</td>
<td>Solid Timber Construction</td>
<td>40</td>
</tr>
<tr>
<td>ABC616</td>
<td>Built-In Furniture</td>
<td>20</td>
</tr>
<tr>
<td>ABC617</td>
<td>Post Forming</td>
<td>8</td>
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</table>

Additional Specific Skills

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC952</td>
<td>Instruct Other Workers</td>
<td>24</td>
</tr>
<tr>
<td>ABC953</td>
<td>Stuffover Frames</td>
<td>40</td>
</tr>
<tr>
<td>ABC954</td>
<td>Chair-Making–Basic</td>
<td>40</td>
</tr>
<tr>
<td>ABC955</td>
<td>Laminated Chair &amp; Tables</td>
<td>40</td>
</tr>
<tr>
<td>ABC956</td>
<td>CAD/CAM</td>
<td>40</td>
</tr>
<tr>
<td>ABC957</td>
<td>Estimating &amp; Costing</td>
<td>20</td>
</tr>
<tr>
<td>ABC958</td>
<td>Business Principles–Basic</td>
<td>40</td>
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<tr>
<td>ABC959</td>
<td>Period Furniture (Styles)</td>
<td>40</td>
</tr>
<tr>
<td>ABC960</td>
<td>Design Principles–Basic Furniture</td>
<td>40</td>
</tr>
<tr>
<td>ABC961</td>
<td>Glass &amp; Glazing Techniques</td>
<td>40</td>
</tr>
<tr>
<td>ABC962</td>
<td>Upholstery Techniques–Basic</td>
<td>40</td>
</tr>
<tr>
<td>ABC963</td>
<td>Wood Turning</td>
<td>40</td>
</tr>
<tr>
<td>ABC964</td>
<td>Wood Carving</td>
<td>40</td>
</tr>
<tr>
<td>ABC965</td>
<td>Antique Restoration</td>
<td>40</td>
</tr>
<tr>
<td>ABC966</td>
<td>Handling Materials</td>
<td>20</td>
</tr>
<tr>
<td>ABC967</td>
<td>Furniture Polishing–Basic Procedures</td>
<td>40</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC001</td>
<td>Construction 1</td>
</tr>
<tr>
<td>ABC002</td>
<td>Construction 2</td>
</tr>
<tr>
<td>ABC005</td>
<td>Materials</td>
</tr>
<tr>
<td>ABC009</td>
<td>Computer Aided Draughting 1</td>
</tr>
<tr>
<td>ABC010</td>
<td>Computer Aided Draughting 2</td>
</tr>
<tr>
<td>ABC020</td>
<td>Design 1</td>
</tr>
<tr>
<td>ABC021</td>
<td>Design 2</td>
</tr>
<tr>
<td>ABC036</td>
<td>Drawing Office Practice 1</td>
</tr>
<tr>
<td>ABC041</td>
<td>Presentation Drawings 1</td>
</tr>
<tr>
<td>ABC042</td>
<td>Presentation Drawings 2</td>
</tr>
<tr>
<td>ABC047</td>
<td>Surveying &amp; Measured Drawing 1</td>
</tr>
<tr>
<td>ABC049</td>
<td>Draughting Technology 1</td>
</tr>
<tr>
<td>ABC050</td>
<td>Draughting Technology 2</td>
</tr>
<tr>
<td>ABC055</td>
<td>Working Drawings 1</td>
</tr>
<tr>
<td>ABC056</td>
<td>Working Drawings 2</td>
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<tr>
<td>ABC068</td>
<td>Structures 1</td>
</tr>
<tr>
<td>ABC112</td>
<td>Draughting Studio 1</td>
</tr>
<tr>
<td>ABC113</td>
<td>Draughting Studio 2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC003</td>
<td>Construction 3</td>
</tr>
<tr>
<td>ABC004</td>
<td>Construction 4</td>
</tr>
<tr>
<td>ABC006</td>
<td>Materials 2</td>
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<tr>
<td>ABC007</td>
<td>Structures 1</td>
</tr>
<tr>
<td>ABC011</td>
<td>Computer Aided Draughting 3</td>
</tr>
<tr>
<td>ABC012</td>
<td>Computer Aided Draughting 4</td>
</tr>
<tr>
<td>ABC013</td>
<td>Computer Aided Draughting 5*</td>
</tr>
<tr>
<td>ABC014</td>
<td>Computer Aided Draughting 6*</td>
</tr>
<tr>
<td>ABC022</td>
<td>Design 3</td>
</tr>
<tr>
<td>ABC023</td>
<td>Design 4</td>
</tr>
<tr>
<td>ABC028</td>
<td>Architectural History 2</td>
</tr>
<tr>
<td>ABC038</td>
<td>Drawing Office Practice 2</td>
</tr>
<tr>
<td>ABC043</td>
<td>Presentation Drawings 3*</td>
</tr>
<tr>
<td>ABC044</td>
<td>Presentation Drawings 4</td>
</tr>
<tr>
<td>ABC048</td>
<td>Surveyed &amp; Measured Drawings 2</td>
</tr>
<tr>
<td>ABC051</td>
<td>Draughting Technology 3</td>
</tr>
<tr>
<td>ABC052</td>
<td>Draughting Technology 4</td>
</tr>
<tr>
<td>ABC057</td>
<td>Working Drawings 3</td>
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<td>ABC058</td>
<td>Working Drawings 4</td>
</tr>
<tr>
<td>ABC087</td>
<td>Structures 2*</td>
</tr>
<tr>
<td>ABC114</td>
<td>Studio 3</td>
</tr>
<tr>
<td>ABS125</td>
<td>Draughting Studio 4</td>
</tr>
<tr>
<td>ABC126</td>
<td>Draughting Studio 5</td>
</tr>
</tbody>
</table>

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 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)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC001</td>
<td>Construction 1</td>
</tr>
<tr>
<td>ABC002</td>
<td>Construction 2</td>
</tr>
<tr>
<td>ABC005</td>
<td>Materials</td>
</tr>
<tr>
<td>ABC009</td>
<td>Computer Aided Draughting 1</td>
</tr>
<tr>
<td>ABC010</td>
<td>Computer Aided Draughting 2</td>
</tr>
<tr>
<td>ABC020</td>
<td>Design 1</td>
</tr>
<tr>
<td>ABC021</td>
<td>Design 2</td>
</tr>
<tr>
<td>ABC036</td>
<td>Drawing Office Practice 1</td>
</tr>
<tr>
<td>ABC041</td>
<td>Presentation Drawings 1</td>
</tr>
<tr>
<td>ABC042</td>
<td>Presentation Drawings 2</td>
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<tr>
<td>ABC047</td>
<td>Surveying &amp; Measured Drawing 1</td>
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<tr>
<td>ABC049</td>
<td>Draughting Technology 1</td>
</tr>
<tr>
<td>ABC050</td>
<td>Draughting Technology 2</td>
</tr>
<tr>
<td>ABC055</td>
<td>Working Drawings 1</td>
</tr>
<tr>
<td>ABC056</td>
<td>Working Drawings 2</td>
</tr>
<tr>
<td>ABC068</td>
<td>Structures 1</td>
</tr>
<tr>
<td>ABC112</td>
<td>Draughting Studio 1</td>
</tr>
<tr>
<td>ABC113</td>
<td>Draughting Studio 2</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC003</td>
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<tr>
<td>ABC004</td>
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<tr>
<td>ABC005</td>
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</tr>
<tr>
<td>ABC006</td>
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<td>ABC007</td>
<td>36</td>
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<td>ABC059</td>
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<td>ABC097</td>
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</table>

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

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)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC001</td>
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</tr>
<tr>
<td>ABC002</td>
<td>54</td>
</tr>
<tr>
<td>ABC005</td>
<td>36</td>
</tr>
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</table>

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

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

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

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.

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
PG 630 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.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Carry out Interactive Workplace Communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>Carry out O H &amp; S Requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan &amp; Organise Work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read &amp; Interpret Plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out Measurements &amp; Calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use Hand &amp; Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant &amp; Equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect &amp; Dismantle Restricted Height Scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use Simple Levelling Devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>Carry out Excavation &amp; Install Support</td>
<td>16</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>Carry out Concreting to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Handle Construction Materials &amp; Safely Dispose of Waste</td>
<td>16</td>
</tr>
<tr>
<td>BCG2001A</td>
<td>Prepare Surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>Carry out General Demolition</td>
<td>32</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>Carry out Levelling</td>
<td>16</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>Operate Elevated Work Platforms (EWP)</td>
<td>20</td>
</tr>
<tr>
<td>BCG1013A</td>
<td>Prepare for Construction Process (Solid Plastering)</td>
<td>40</td>
</tr>
<tr>
<td>BCG1019A</td>
<td>Prepare for Construction Process (Painting &amp; Decorating)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2011A</td>
<td>Use Static Machines</td>
<td>52</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Carry out Interactive Workplace Communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>Carry out O H &amp; S Requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan &amp; Organise Work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read &amp; Interpret Plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out Measurements &amp; Calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use Hand &amp; Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant &amp; Equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect &amp; Dismantle Restricted Height Scaffolding</td>
<td>40</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use Simple Levelling Devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>Carry out Excavation &amp; Install Support</td>
<td>16</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>Carry out Concreting to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG2000A</td>
<td>Prepare Surfaces</td>
<td>32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>Carry out General Demolition</td>
<td>32</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>Carry out Levelling</td>
<td>16</td>
</tr>
<tr>
<td>BCG2007A</td>
<td>Operate Elevated Work Platforms (EWP)</td>
<td>20</td>
</tr>
<tr>
<td>BCG1013A</td>
<td>Prepare for Construction Process (Solid Plastering)</td>
<td>40</td>
</tr>
<tr>
<td>BCG1019A</td>
<td>Prepare for Construction Process (Painting &amp; Decorating)</td>
<td>40</td>
</tr>
<tr>
<td>BCG2011A</td>
<td>Use Static Machines</td>
<td>52</td>
</tr>
<tr>
<td>BCG2010A</td>
<td>Prepare for Construction Process (Painting &amp; Decorating)</td>
<td>20</td>
</tr>
<tr>
<td>BCG2045A</td>
<td>Apply Decorative Finishes</td>
<td>114</td>
</tr>
<tr>
<td>BCG2046A</td>
<td>Apply Texture Coatings</td>
<td>32</td>
</tr>
<tr>
<td>BCG3066A</td>
<td>Apply Paint by Spray</td>
<td>80</td>
</tr>
<tr>
<td>BCG3067A</td>
<td>Apply Texture Coatings</td>
<td>32</td>
</tr>
<tr>
<td>BCG3068A</td>
<td>Apply Paint by Brush/Roller</td>
<td>100</td>
</tr>
<tr>
<td>BCG3069A</td>
<td>Match Specified Paint Colour</td>
<td>40</td>
</tr>
<tr>
<td>BCG3070A</td>
<td>Apply Clear Timber Finish</td>
<td>40</td>
</tr>
<tr>
<td>BCG3100A</td>
<td>Apply Surface for Painting &amp; Decorating</td>
<td>40</td>
</tr>
<tr>
<td>BCG3101A</td>
<td>Apply Wall Paper</td>
<td>50</td>
</tr>
<tr>
<td>BCG3030A</td>
<td>Replace Glass</td>
<td>20</td>
</tr>
<tr>
<td>BCG3092A</td>
<td>Apply Solid Render</td>
<td>40</td>
</tr>
<tr>
<td>BCG3103A</td>
<td>Apply Industrial Protective Coatings</td>
<td>34</td>
</tr>
</tbody>
</table>
## 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.

<table>
<thead>
<tr>
<th>Core Skills common to both steams</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW051 Introduction to Sign Industry</td>
<td>40</td>
</tr>
<tr>
<td>SW052 Basic Alphabet Layout &amp; Design</td>
<td>40</td>
</tr>
<tr>
<td>SW053 Surface Preparation</td>
<td>40</td>
</tr>
<tr>
<td>SW054 Basic Drawing/Enlarging</td>
<td>40</td>
</tr>
<tr>
<td>SW055 Basic Sign Construction 1</td>
<td>40</td>
</tr>
<tr>
<td>SW056 Introduction to Sign Computers</td>
<td>40</td>
</tr>
<tr>
<td>SW057 Basic Sign Construction 2</td>
<td>40</td>
</tr>
<tr>
<td>SW058 Introduction to Scaffold Types</td>
<td>40</td>
</tr>
<tr>
<td>SW059 Introduction to Plastics</td>
<td>40</td>
</tr>
<tr>
<td>SW060 Illuminated Sign Technology</td>
<td>40</td>
</tr>
</tbody>
</table>

### Signwriting Stream Skills:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW061</td>
<td>Extending &amp; Condensing Techniques: 40</td>
</tr>
<tr>
<td>SW062</td>
<td>Introduction to Script Lettering: 40</td>
</tr>
<tr>
<td>SW063</td>
<td>Blending &amp; Pictorial Techniques: 40</td>
</tr>
<tr>
<td>SW064</td>
<td>Introduction to Free Style/Posters: 40</td>
</tr>
<tr>
<td>SW065</td>
<td>Signs &amp; Pictorial on Glass: 40</td>
</tr>
<tr>
<td>SW066</td>
<td>Gold Leaf on Glass: 40</td>
</tr>
<tr>
<td>SW067</td>
<td>Layout Design Incorporated Logos: 40</td>
</tr>
<tr>
<td>SW068</td>
<td>Introduction to Transfer Gilding: 40</td>
</tr>
<tr>
<td>SW069</td>
<td>Showcard Lettering: 40</td>
</tr>
<tr>
<td>SW070</td>
<td>Computer Sign Graphics: 40</td>
</tr>
<tr>
<td>SW071</td>
<td>Illuminated Acrylic Signage: 40</td>
</tr>
<tr>
<td>SW072</td>
<td>Signs on Glass &amp; Acrylics: 40</td>
</tr>
<tr>
<td>SW073</td>
<td>Screen Printing: 40</td>
</tr>
<tr>
<td>SW074</td>
<td>Advertising Sign Techniques Including Scales: 40</td>
</tr>
</tbody>
</table>

### Sign Production Stream Skills:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW075</td>
<td>Three Dimensional Letter Construction: 40</td>
</tr>
<tr>
<td>SW076</td>
<td>Computerised Signmaking Systems: 40</td>
</tr>
<tr>
<td>SW077</td>
<td>Plastic Letter Fabrication: 40</td>
</tr>
<tr>
<td>SW078</td>
<td>Engraving Techniques: 40</td>
</tr>
<tr>
<td>SW079</td>
<td>Mirror Faced 3D Lettering: 40</td>
</tr>
<tr>
<td>SW080</td>
<td>Welding for Sign Construction: 40</td>
</tr>
<tr>
<td>SW081</td>
<td>Computer Generated Lettering: 40</td>
</tr>
<tr>
<td>SW082</td>
<td>Illuminated Signage Techniques: 40</td>
</tr>
</tbody>
</table>

### Technical and Further Education

School of Building, Electrical and Information Technology

## 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 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.
- Emotion of signs internally/externally at or on a commercial, retail or industrial buildings.

### Sign production 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.
- Emotion of signs internally/externally at or on commercial, retail or industrial 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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA658</td>
<td>Basic Sign Construction: 20</td>
</tr>
<tr>
<td>VAB168</td>
<td>Colour 1: 10</td>
</tr>
<tr>
<td>VAB225</td>
<td>Communication &amp; Business Skills: 20</td>
</tr>
<tr>
<td>VAB453</td>
<td>Computer Generated Lettering: 32</td>
</tr>
<tr>
<td>VAD125</td>
<td>Illuminated Plastics: 20</td>
</tr>
<tr>
<td>VAE349</td>
<td>Layout/Design 1: 50</td>
</tr>
<tr>
<td>VAE521</td>
<td>Occupational Health &amp; Safety 1: 10</td>
</tr>
<tr>
<td>VAE807</td>
<td>Plastics: 40</td>
</tr>
<tr>
<td>VAF080</td>
<td>Substrates: 20</td>
</tr>
<tr>
<td>VAF537</td>
<td>Scaffolding Types &amp; Uses 1: 20</td>
</tr>
<tr>
<td>VAF713</td>
<td>Signwriting Skills: 78</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA072</td>
<td>Surface Preparation</td>
<td>40</td>
</tr>
<tr>
<td>VAA654</td>
<td>Basic Scaffold</td>
<td>8</td>
</tr>
<tr>
<td>VAA659</td>
<td>Basic Sign Construction</td>
<td>65</td>
</tr>
<tr>
<td>VAB237</td>
<td>Communication/ Information</td>
<td>52</td>
</tr>
<tr>
<td>VAB453</td>
<td>Computer Generated Lettering</td>
<td>32</td>
</tr>
<tr>
<td>VAD695</td>
<td>Layout/ Design 1</td>
<td>75</td>
</tr>
<tr>
<td>VAE353</td>
<td>Occupational Health &amp; Safety 1</td>
<td>10</td>
</tr>
<tr>
<td>VA714A</td>
<td>Signwriting Skills</td>
<td>52</td>
</tr>
<tr>
<td>VA714B</td>
<td>Signwriting Skills</td>
<td>52</td>
</tr>
<tr>
<td>VAG150</td>
<td>Technology/ Business Skills</td>
<td>33</td>
</tr>
<tr>
<td>VAG344</td>
<td>Trade Calculations</td>
<td>7</td>
</tr>
</tbody>
</table>

Core Modules—Advanced 220 hours

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAB224</td>
<td>Communication/ Business Procedures</td>
<td>42</td>
</tr>
<tr>
<td>VAB472</td>
<td>Computer Signage</td>
<td>62</td>
</tr>
<tr>
<td>VAD696</td>
<td>Layout/ Design 2</td>
<td>40</td>
</tr>
<tr>
<td>VAE361</td>
<td>Occupational Health &amp; Safety 2</td>
<td>14</td>
</tr>
<tr>
<td>VAF569</td>
<td>Screen Printing</td>
<td>18</td>
</tr>
<tr>
<td>VAF711</td>
<td>Sign Preparation &amp; Installation</td>
<td>44</td>
</tr>
</tbody>
</table>

Elective Streams (select one)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>428</td>
<td>Signwriting</td>
</tr>
<tr>
<td>120</td>
<td>Sign Production</td>
</tr>
</tbody>
</table>

Total hours off-the-job training duration 1080
Total hours on-the-job training duration 120
Total hours nominal duration 1200
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]
- UTE30799 Certificate III in Electrotechnology Entertainment & Servicing
- UTE30599 Certificate III in Electrotechnology Computer Systems
- 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC173</td>
<td>Functional Mathematics (AATM01)</td>
<td>20</td>
</tr>
<tr>
<td>EPTM04</td>
<td>Electrical Engineering Drawing</td>
<td>40</td>
</tr>
<tr>
<td>NBB02</td>
<td>Occupational Health &amp; Safety</td>
<td>20</td>
</tr>
<tr>
<td>NBB04</td>
<td>Computing in Engineering or CAD for Elect</td>
<td>40</td>
</tr>
<tr>
<td>NE172</td>
<td>Electrical Wiring &amp; Equipment 1</td>
<td>20</td>
</tr>
<tr>
<td>NE175</td>
<td>Workshop Practices</td>
<td>40</td>
</tr>
<tr>
<td>NE31</td>
<td>Electrical Drawing, Interpretation &amp; Connection</td>
<td>40</td>
</tr>
<tr>
<td>NEC05</td>
<td>Project Work</td>
<td>60</td>
</tr>
<tr>
<td>NEC06</td>
<td>Wiring Regulations, Accessories &amp; Circuit Protection</td>
<td>20</td>
</tr>
<tr>
<td>NUE052</td>
<td>Applied Electricity 1</td>
<td>40</td>
</tr>
<tr>
<td>NUE053</td>
<td>Mathematical Skills for the Electrotechnology Trade</td>
<td>40</td>
</tr>
<tr>
<td>VHN081</td>
<td>CAD for the Electrical Trade</td>
<td>40</td>
</tr>
<tr>
<td>VHN082</td>
<td>Solder &amp; Crimp for the Electrical Trade</td>
<td>20</td>
</tr>
<tr>
<td>VHN083</td>
<td>Test Instruments for the Electrical Trade</td>
<td>20</td>
</tr>
<tr>
<td>VHN084</td>
<td>Communication Skills for the Electrical Trade</td>
<td>40</td>
</tr>
<tr>
<td>VHN085</td>
<td>Fabricating for the Electrical Trade</td>
<td>40</td>
</tr>
<tr>
<td>VHN086</td>
<td>Building Material Hand Skills for the Electrical Trade</td>
<td>20</td>
</tr>
<tr>
<td>VHN087</td>
<td>Introduction to the Electrical Trade</td>
<td>20</td>
</tr>
</tbody>
</table>

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 designed 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
VBB393  Motor Control Fundamentals  40
VBB394  Motor Control 1  60
VBB395  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
2406APC Certificate IV
2206AJC Certificate II
2106AHJC 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 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.

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

Module Code  Hours
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

Module Code  Hours
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
VBJ420  Internetworking 1  60
VBJ430  Internetworking 2  60
VBJ431  Internetworking 3  40
VBJ432  Internetworking 4  40

Diploma
CE012  LAN Analysis  40
CE013  Local Area Networks  80
EB124  Computer Systems Architecture  40
EB129  Network Administration  40
EB301  Middleware Operations  40
EB302  Internetworking Planning  40
EB304  Internetworking Operations  40
ITA519  Object Oriented 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.

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

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.
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2209ABC</td>
<td>Certificate II in Information Technology (Computer Applications)</td>
</tr>
<tr>
<td>ICA30199</td>
<td>Certificate III in Information Technology (Software Applications) [Web Pages]</td>
</tr>
<tr>
<td>21103VIC</td>
<td>Certificate IV in Information Technology (Software Development)</td>
</tr>
<tr>
<td>ICA50299</td>
<td>Diploma of Information Technology (Network &amp; Internet Technologies)</td>
</tr>
<tr>
<td>14933VIC</td>
<td>Diploma of Information Technology (Software Development)</td>
</tr>
<tr>
<td>14943VIC</td>
<td>Diploma of Multimedia</td>
</tr>
<tr>
<td>21104VIC</td>
<td>Diploma of Information Technology (Network &amp; Internet Technologies)</td>
</tr>
</tbody>
</table>

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

Ian Haep
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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITF205</td>
<td>Database Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>ITF207</td>
<td>Spreadsheets Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>ITF304</td>
<td>Advanced Operations Word Processing</td>
<td>20</td>
</tr>
<tr>
<td>ITF305</td>
<td>Advanced Operations Spreadsheets</td>
<td>20</td>
</tr>
<tr>
<td>ITF408</td>
<td>Applied Operations Wordprocessing</td>
<td>20</td>
</tr>
<tr>
<td>ITF415</td>
<td>Commercial Database Packages 1</td>
<td>20</td>
</tr>
<tr>
<td>ITG310</td>
<td>Understanding the Internet</td>
<td>20</td>
</tr>
<tr>
<td>ITH202</td>
<td>Using a Graphical User Interface</td>
<td>20</td>
</tr>
<tr>
<td>ITH302</td>
<td>PC User Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>N05116</td>
<td>Keyboard Techniques &amp; Operations</td>
<td>20</td>
</tr>
</tbody>
</table>

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
- ICAIT014B Connect hardware peripherals
- ICAIT015B Install software applications
- ICAIT017B 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
- ICAIT0126A Use advanced features of computer applications 40
- ICAIT0018B Develop macros & templates for clients using standard products 60

Web Tools
- ICPM002A Incorporate 2D graphics into Multimedia Presentations 40
- ICAIT0019B Migrate to new Technology 20
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 of 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 be 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
- BSX15L403 Apply Skills in Time Management
- ICAITD003B Receive & Process Written & Oral Communication

Internet Fundamentals (60 Hours)
- ICPMM636A Access the Internet
- ICPMM212C Capture a Digital Image
- ICPMM655A.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)
- ICPMM111A Identify Components of Multimedia
- ICPMM411A Incorporate text into multimedia presentations
- ICPMM655A.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
- ICAITSI30A Administer & Configure a Network O/S

Business Fundamentals (50 Hours)
- ICAITTAD041A 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.

Office Applications (100 Hours)
- VBH043 Multimedia Design
- VBH044 Digital Imaging
- VBH045 Web Publishing & Communication
- VBH046 Interface Design
- VBH047 Multimedia Authoring
- VBH048 2D animation for Multimedia
- VBH049 Digital Audio/Video
- VBH050 Minor Multimedia Development Project
- VBH051 Multimedia Programming
- ITF415 Commercial Database Packages
- VBC392 Computerised Bookkeeping for Small Business
- VBH053 Multimedia Microcomputer Systems
- VBH054 Multimedia Communications
- VBH055 Financial Record Keeping & Job Costing
- SB01 An Introduction to Small Business

Internet Fundamentals (60 Hours)
- ICPMM636A Access the Internet
- ICPMM212C Capture a Digital Image
- ICPMM655A.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)
- ICPMM111A Identify Components of Multimedia
- ICPMM411A Incorporate text into multimedia presentations
- ICPMM655A.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
- ICAITSI30A Administer & Configure a Network O/S

Business Fundamentals (50 Hours)
- ICAITTAD041A 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.
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITS025B</td>
<td>Run standard diagnostic tests</td>
</tr>
<tr>
<td>ICAITD128A</td>
<td>Create user &amp; technical documentation</td>
</tr>
<tr>
<td>ICAITS031B</td>
<td>Provide advice to clients</td>
</tr>
<tr>
<td>ICAITFM129A</td>
<td>Apply skills in project integration</td>
</tr>
<tr>
<td>BSX154L403</td>
<td>Apply skills in time management</td>
</tr>
<tr>
<td>BSX154L404</td>
<td>Apply skills in cost management</td>
</tr>
<tr>
<td>BSX154L405</td>
<td>Apply skills in quality management</td>
</tr>
<tr>
<td>ICAITAD058A</td>
<td>Apply skills in object oriented design</td>
</tr>
<tr>
<td>ICAITB075A</td>
<td>Use a library or pre-existing components</td>
</tr>
<tr>
<td>ICAITTW027B</td>
<td>Relate to clients on a business level</td>
</tr>
<tr>
<td>ICAITB064A</td>
<td>Prepare software development review</td>
</tr>
<tr>
<td>ICAITB070A</td>
<td>Create code for applications</td>
</tr>
<tr>
<td>ICAITB076A</td>
<td>Implement configuration management</td>
</tr>
</tbody>
</table>

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

Database Server Scripting (54 Hours)
ICAITB069A Develop Software

Semester Two
Advanced VB Programming B (60 Hours)
ICAITS17A 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
ICAITS17A Maintain Custom Software
ICAITT083A Develop & Conduct Client Acceptance

Networking for the Internet (90 Hours)
ICAITB069A Build an intranet
ICAITT080A 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

<table>
<thead>
<tr>
<th>University/ETTE Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITL302</td>
<td>20</td>
</tr>
<tr>
<td>ITEL415</td>
<td>20</td>
</tr>
<tr>
<td>SB01</td>
<td>40</td>
</tr>
<tr>
<td>VBC392</td>
<td>20</td>
</tr>
<tr>
<td>VH043</td>
<td>30</td>
</tr>
<tr>
<td>VH044</td>
<td>40</td>
</tr>
<tr>
<td>VH045</td>
<td>50</td>
</tr>
<tr>
<td>VH046</td>
<td>40</td>
</tr>
<tr>
<td>VH047</td>
<td>40</td>
</tr>
<tr>
<td>VH048</td>
<td>40</td>
</tr>
<tr>
<td>VH049</td>
<td>30</td>
</tr>
<tr>
<td>VH050</td>
<td>50</td>
</tr>
<tr>
<td>VH051</td>
<td>80</td>
</tr>
<tr>
<td>VH052</td>
<td>60</td>
</tr>
<tr>
<td>VH053</td>
<td>60</td>
</tr>
<tr>
<td>VH054</td>
<td>60</td>
</tr>
<tr>
<td>VH055</td>
<td>40</td>
</tr>
<tr>
<td>ITB301</td>
<td>20</td>
</tr>
</tbody>
</table>
Technical and Further Education
School of Building, Electrical and Information Technology

NCS007 Presenting Information 20
NCS010 Team Building Communication 20
NCS011 Client Interaction 20
VBB056 Issues in Multimedia 20
VBB061 Major Multimedia Development Project 1 60
VBB064 Introduction to Electronic Commerce 20
VBB065 Multimedia Project Management 40

Stream Modules
Design and Creative Media Stream
VBB057 Multimedia Authoring 2 40
VBB058 Introduction to 3D Modelling & Animation 40
VBB059 Web Publishing & Communication 2 0
VBB060 Digital A/V 2 40

Multimedia Programming Stream
VBB062 Database Design, Programming &Connectivity 60
VBB063 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);
• 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 Administrator & Configure a Network Operating System

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
ICAITFS001B 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 & resolve common database performance problems 1 of 2
Internet Project (102 Hours)
BSX154L605 Manage Quality
ICFMM801EA 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.

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.

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 paraprofessional level.

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

Course Codes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2403AFC</td>
<td>Certificate IV in Electronic Publishing [incorporating Certificate II in Desktop Publishing]</td>
</tr>
<tr>
<td>BSA30200</td>
<td>Certificate III in Business (Legal Administration)</td>
</tr>
<tr>
<td>BSA40200</td>
<td>Certificate IV in Business (Legal Services)</td>
</tr>
<tr>
<td>20055VIC</td>
<td>Advanced Diploma of Business (Legal Practice)</td>
</tr>
<tr>
<td>BSA20197</td>
<td>Certificate II in Business (Office Administration)</td>
</tr>
<tr>
<td>BSA30197</td>
<td>Certificate III in Business (Office Administration)</td>
</tr>
<tr>
<td>BSA40197</td>
<td>Certificate IV in Business (Administration)</td>
</tr>
<tr>
<td>BSA50197</td>
<td>Diploma of Business (Administration)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA033</td>
<td>Printing Industry Structure &amp; Methods</td>
<td>12</td>
</tr>
<tr>
<td>VBA034</td>
<td>Introduction to Personal Computers</td>
<td>36</td>
</tr>
</tbody>
</table>
Recognition of prior learning may be available based on skills and prior knowledge of basic word processing is highly recommended successfully completing the course.

**Course Structure**

The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA035</td>
<td>Workplace Communication</td>
<td>30</td>
</tr>
<tr>
<td>VBA036</td>
<td>Typography &amp; Layout for Electronic Publishing</td>
<td>40</td>
</tr>
<tr>
<td>VBA037</td>
<td>Text &amp; Graphic Manipulation (PageMaker &amp; QuarkX Press)</td>
<td>40</td>
</tr>
<tr>
<td>VBA038</td>
<td>Image Input - Scanning 1 (Tone Reproduction)</td>
<td>40</td>
</tr>
<tr>
<td>VBA039</td>
<td>Graphic Manipulation (PhotoShop)</td>
<td>40</td>
</tr>
<tr>
<td>VBA040</td>
<td>Illustration Application (Illustrator or CorelDraw)</td>
<td>40</td>
</tr>
<tr>
<td>VBA041</td>
<td>System Management 1</td>
<td>40</td>
</tr>
<tr>
<td>VBA044</td>
<td>Colour Measurement Application</td>
<td>40</td>
</tr>
<tr>
<td>VBA045</td>
<td>System Management 2</td>
<td>40</td>
</tr>
<tr>
<td>VBA046</td>
<td>Image Input - Scanning 2 (Colour Reproduction)</td>
<td>40</td>
</tr>
<tr>
<td>VBA047</td>
<td>Advanced Typography (Book Production)</td>
<td>40</td>
</tr>
<tr>
<td>VBA048</td>
<td>Electronic Image Assembly - Text &amp; Graphics</td>
<td>60</td>
</tr>
<tr>
<td>VBA280</td>
<td>Design (Manual/ Electronic)</td>
<td>60</td>
</tr>
<tr>
<td>VBA290</td>
<td>Introduction to Multimedia</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective Modules**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA043</td>
<td>Binding &amp; Finishing Techniques</td>
<td>40</td>
</tr>
<tr>
<td>VBA049</td>
<td>Introduction to Small Business</td>
<td>40</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA011</td>
<td>Apply the principles of confidentiality &amp; security within the legal environment</td>
<td>10</td>
</tr>
<tr>
<td>BSA012</td>
<td>Apply knowledge of employer’s &amp; employer’s rights &amp; responsibilities to workplace environment</td>
<td>30</td>
</tr>
<tr>
<td>BSA013</td>
<td>Use legal terminology in order to carry out tasks</td>
<td>40</td>
</tr>
<tr>
<td>BSA014</td>
<td>Maintain records for time &amp; disbursements in a legal practice</td>
<td>40</td>
</tr>
<tr>
<td>BSA015</td>
<td>Assist in prioritising &amp; planning activities in a legal practice</td>
<td>10</td>
</tr>
<tr>
<td>BSA016</td>
<td>Apply knowledge to the legal system to complete tasks</td>
<td>20</td>
</tr>
</tbody>
</table>

---

**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. Recognition of prior learning may be available based on 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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA011</td>
<td>Apply knowledge to the legal system to complete tasks</td>
<td>10</td>
</tr>
<tr>
<td>BSA012</td>
<td>Carry out search of the public record</td>
<td>25</td>
</tr>
</tbody>
</table>

---
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>Career Planning &amp; Skills Assessment</td>
</tr>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
</tr>
<tr>
<td>VBD228</td>
<td>Legal Aspects of International Commerce</td>
</tr>
<tr>
<td>VBD233</td>
<td>Law of Evidence</td>
</tr>
<tr>
<td>VBD235</td>
<td>Law of Contract</td>
</tr>
<tr>
<td>VBD236</td>
<td>Property Law</td>
</tr>
<tr>
<td>VBD237</td>
<td>Law of Torts</td>
</tr>
<tr>
<td>VBD238</td>
<td>Legal Process</td>
</tr>
<tr>
<td>VBJ206</td>
<td>Identify Potential Clients &amp; Provide Advice on Services</td>
</tr>
<tr>
<td>VBJ207</td>
<td>Practise in a Legal Environment</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA502</td>
<td>Law of Marketing</td>
</tr>
<tr>
<td>VBD204</td>
<td>Legal Aspects of International Commerce</td>
</tr>
<tr>
<td>VBD216</td>
<td>Restrictive Trade Practices</td>
</tr>
<tr>
<td>VBD217</td>
<td>Probate &amp; Administration</td>
</tr>
<tr>
<td>VBD219</td>
<td>Land Contracts</td>
</tr>
<tr>
<td>VBD224</td>
<td>Consumer Protection Law</td>
</tr>
<tr>
<td>VBD223</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>VBD227</td>
<td>Mortgages, Leases &amp; Building Contracts</td>
</tr>
<tr>
<td>VBD230</td>
<td>Family Law</td>
</tr>
<tr>
<td>VBD231</td>
<td>Company &amp; Associations Law</td>
</tr>
<tr>
<td>VBD234</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>VBD239</td>
<td>Civil Procedure</td>
</tr>
<tr>
<td>VBD246</td>
<td>The Conveyancing Process</td>
</tr>
<tr>
<td>VBF469</td>
<td>Legal Research Method</td>
</tr>
<tr>
<td>VBJ208</td>
<td>Manage Legal Practice Operations Resources</td>
</tr>
</tbody>
</table>

Group B

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP719</td>
<td>Accounting for Non-Accountants</td>
</tr>
</tbody>
</table>
Diploma of Business (Administration)  
Incorporating:

Certificate IV in Business (Administration)  
Certificate III in Business (Office Administration)  
Certificate II in Business (Office Administration)  

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Module Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA40197</td>
<td>CO M201A</td>
<td>Receive &amp; Pass on Oral Messages</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>CO M202A</td>
<td>Receive &amp; Pass on Written Information</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>ENT201A</td>
<td>Promote Enterprise Products &amp; Services</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>ENT202A</td>
<td>Follow OHS Policies &amp; Procedures</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>FIN201A</td>
<td>Prepare &amp; Process Financial Documents</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>INF201A</td>
<td>Handle Mail to Facilitate Information Flow</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>INF202A</td>
<td>Process &amp; Analyse Info-Secure Records</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>ORG201A</td>
<td>Organise Work Schedule-Team Goals</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TEC201A</td>
<td>Select, Operate &amp; Maintain Office Equipment</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>TEC202A</td>
<td>Operate Computer-Access &amp; Retrieve Data</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>TEC203A</td>
<td>Operate Computer-Simple Documents</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>TEC204A</td>
<td>Organise, Copy &amp; Collate Documents</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>TEM201A</td>
<td>Allocate &amp; Complete Team Tasks</td>
<td>25</td>
</tr>
</tbody>
</table>

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.
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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM401A</td>
<td>Organise &amp; Provide Information–Respond to Requests</td>
</tr>
<tr>
<td>ENT401A</td>
<td>Provide Advice to Meet Client Requirements</td>
</tr>
<tr>
<td>INF401A</td>
<td>Supervise Established Records System</td>
</tr>
<tr>
<td>ORG402A</td>
<td>Plan Meetings to Meet Objectives</td>
</tr>
<tr>
<td>TEC401A</td>
<td>Produce Complex Documents</td>
</tr>
<tr>
<td>TEM401A</td>
<td>Supervise Team to Ensure Goals are Achieved</td>
</tr>
</tbody>
</table>

**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 2 or equivalent, students are eligible to apply for entry into the Certificate IV in Business (Administration).

**Stage 4: Diploma of Business (Administration)**

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

**Core Modules**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM501A</td>
<td>Initiate Research, Prepare Data &amp; Information</td>
</tr>
</tbody>
</table>

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

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

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)
- 2004AA Course in Real Estate for Agents' Representatives
- 2404ADA Certificate IV in Business (Estate Agency Practice)
- 3113BB017 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)
- 3113BCCCM01 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
- 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

Elective Modules
- 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
- FNAFS14A 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**

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNAF185A</td>
<td>10</td>
</tr>
<tr>
<td>FNBACC01A</td>
<td>10</td>
</tr>
<tr>
<td>FNBACC02A</td>
<td>10</td>
</tr>
<tr>
<td>FNBACC03A</td>
<td>75</td>
</tr>
<tr>
<td>FNBACC04A</td>
<td>75</td>
</tr>
<tr>
<td>FNBACC05A</td>
<td>75</td>
</tr>
<tr>
<td>FNBACC06A</td>
<td>75</td>
</tr>
</tbody>
</table>

**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 records 75
- FNBACC06A Implement financial policy statements & operating procedures 75

**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.*

**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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP710</td>
<td>40</td>
</tr>
<tr>
<td>NAP722</td>
<td>50</td>
</tr>
<tr>
<td>NAP750</td>
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<td>NAP752</td>
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<tr>
<td>NO S237</td>
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<tr>
<td>NO S224</td>
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<td>NO S216</td>
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<td>NO S215</td>
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</tr>
<tr>
<td>8395A</td>
<td>50</td>
</tr>
<tr>
<td>8395B</td>
<td>50</td>
</tr>
<tr>
<td>8395C</td>
<td>50</td>
</tr>
</tbody>
</table>

**Plus 2 of the following National Communication Modules:**

- NCS001 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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO S230</td>
<td>50</td>
</tr>
<tr>
<td>NG M106</td>
<td>40</td>
</tr>
<tr>
<td>NAP720</td>
<td>30</td>
</tr>
<tr>
<td>NAP721</td>
<td>30</td>
</tr>
<tr>
<td>NAP712</td>
<td>50</td>
</tr>
<tr>
<td>NG M105</td>
<td>40</td>
</tr>
<tr>
<td>NG M108</td>
<td>40</td>
</tr>
<tr>
<td>NG M112</td>
<td>40</td>
</tr>
<tr>
<td>NCS009</td>
<td>20</td>
</tr>
<tr>
<td>NCS011</td>
<td>20</td>
</tr>
<tr>
<td>NCS006</td>
<td>20</td>
</tr>
</tbody>
</table>

*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.*

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**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.

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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.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500</td>
<td>20</td>
</tr>
<tr>
<td>ABH501</td>
<td>20</td>
</tr>
<tr>
<td>ABH502</td>
<td>15</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500</td>
<td>20</td>
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<tr>
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<td>ABH503</td>
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<td>ABH504</td>
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<td>ABH505</td>
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<td>ABH507</td>
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<td>ABH508</td>
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<td>ABH510</td>
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<td>NCS009</td>
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<td>NCS011</td>
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<tr>
<td>NGMS114</td>
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</tr>
<tr>
<td>NO S215</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Course in Introduction to Call Centre Operations

Course Code: B8607

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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWCC01 Call Centre Work Environment</td>
<td>10</td>
</tr>
<tr>
<td>MWCC02 Call Centre Technology</td>
<td>30</td>
</tr>
<tr>
<td>MWCC03 Call Centre Work Customer Service</td>
<td>20</td>
</tr>
</tbody>
</table>

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
Telemarketing
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
Operational Stream/Code Hours
Telecom Technology
ICTTC202A 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
ICTTC205A Respond to inbound calls relating to a specific marketing campaign 35
ICTTC207A Conduct outbound telemarketing campaign 35
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.

Certificate IV in Telecommunications (Call Centres)
Course Code: ICT40599

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
ICTTC217A Action Reports of Product/Service Faults Reported by Customers 35
ICTTC220A Resolve Customer Complaints 35
ICTTC222A Process Low Risk Credit 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 40
ICTTC223A Process High Risk Credit Applications 40
ICTTC225A Handle to Finality the Very Complex Customer Account Matters Including Severance of Service/Return of Product for Non-Payment of Account 40

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
ICTTC217A Action Reports of Product/Service Faults Reported by Customers 35
ICTTC220A Resolve Customer Complaints 35
ICTTC222A Process Low Risk Credit 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
ICTTC225A 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)
20051VICB  Certificate IV in Business (Human Resource Operations)
20053VICF  Diploma of Business (Advertising)
20055VICF  Advanced Diploma of Business (Advertising)
20051VICF  Certificate IV in Business (Sales & Marketing)
20053VICF  Diploma of Business (Marketing)
20055VICH  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,
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
- **BSXFM1301A** Manage personal work priorities & professional development
- **BSXFM1302A** Provide leadership in the workplace
- **BSXFM1303A** Establish & manage effective workplace relationships
- **BSXFM1305A** Manage operations to achieve planned outcomes
- **BSXFM1308A** Develop & maintain a safe workplace & environment

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

**Certificate IV in Business (Human Resource Operations)**

**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
- **VBJ370** Career Planning & Skills Assessment
- **VBJ369** Competency Analysis
- **NCS005** Dealing With Conflict

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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:

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370 Career Planning &amp; Skills Assessment</td>
<td>20</td>
</tr>
<tr>
<td>or VBJ369 Competency Analysis</td>
<td>10</td>
</tr>
<tr>
<td>BBSZ304 Training in Small Groups</td>
<td>30</td>
</tr>
<tr>
<td>HRMS110 Staffing Policies &amp; Practices</td>
<td>40</td>
</tr>
<tr>
<td>HRMS111 Human Resource Management Information Systems</td>
<td>40</td>
</tr>
<tr>
<td>HRMS112 Performance Management</td>
<td>40</td>
</tr>
<tr>
<td>NCS005 Negotiation Skills</td>
<td>20</td>
</tr>
<tr>
<td>or NCS012 Meetings</td>
<td>20</td>
</tr>
<tr>
<td>NCS015 Presenting Reports</td>
<td>20</td>
</tr>
<tr>
<td>or NGMS102 Managing Operations - Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>NGMS107 Managing &amp; Developing Teams</td>
<td>40</td>
</tr>
<tr>
<td>NGMS110 Managing Grievance Disputes</td>
<td>20</td>
</tr>
<tr>
<td>NGMS111 Managing People - Workplace Practice</td>
<td>40</td>
</tr>
<tr>
<td>NGMS112 Managing People - Recruitment, Selection &amp; Induction</td>
<td>40</td>
</tr>
<tr>
<td>NGMS113 Managing Finance - Setting &amp; Achieving Budgets</td>
<td>20</td>
</tr>
<tr>
<td>NGMS114 Managing Finance - Performance</td>
<td>20</td>
</tr>
<tr>
<td>or NO215.v2 Database Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>or NO216.v2 Spreadsheet Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>NOS215.2v Word Processing - Introduction</td>
<td>20</td>
</tr>
<tr>
<td>or NOS234.v3 Payroll - Computerised</td>
<td>20</td>
</tr>
<tr>
<td>NOS234.v Physical Health &amp; Safety</td>
<td>20</td>
</tr>
<tr>
<td>NGMS107 Managing &amp; Developing Teams</td>
<td>40</td>
</tr>
<tr>
<td>NGMS110 Managing Grievance Disputes</td>
<td>20</td>
</tr>
<tr>
<td>NGMS111 Managing People - Workplace Practice</td>
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<tr>
<td>NGMS113 Managing Finance - Setting &amp; Achieving Budgets</td>
<td>20</td>
</tr>
<tr>
<td>NGMS114 Managing Finance - Performance</td>
<td>20</td>
</tr>
<tr>
<td>or HRMS101 Managing Operations - Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>or HRMS111 Human Resource Management Information Systems</td>
<td>40</td>
</tr>
<tr>
<td>or VAE451 Organisational Behaviour</td>
<td>40</td>
</tr>
<tr>
<td>or BSZ404A Training in Small Groups</td>
<td>30</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370 Career Planning &amp; Skills Assessment</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>or VBJ369 Competency Analysis</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>BBSZ304 Training in Small Groups</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NGMS110 Staffing Policies &amp; Practices</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>HRMS111 Human Resource Management Information Systems</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>HRMS112 Performance Management</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>NCS005 Negotiation Skills</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>or NCS012 Meetings</td>
<td>20</td>
<td></td>
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<tr>
<td>NCS015 Presenting Reports</td>
<td>20</td>
<td></td>
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<tr>
<td>or NGMS102 Managing Operations - Customer Service</td>
<td>20</td>
<td></td>
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<td>NGMS107 Managing &amp; Developing Teams</td>
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<td>NGMS113 Managing Finance - Setting &amp; Achieving Budgets</td>
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<tr>
<td>NGMS114 Managing Finance - Performance</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>or HRMS111 Human Resource Management Information Systems</td>
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<td></td>
</tr>
<tr>
<td>or VAE451 Organisational Behaviour</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>or BSZ404A Training in Small Groups</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>
Advanced Diploma of Management

Diploma of Management
Certificate IV in Management
Certificate III in Management

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
STSK 101 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
Module Code Hours

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.
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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS204</td>
<td>40</td>
</tr>
<tr>
<td>HF658</td>
<td>54</td>
</tr>
<tr>
<td>MNGT111</td>
<td>54</td>
</tr>
</tbody>
</table>

**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.

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### Advanced Diploma of Business (Operations Management)

Incorporating-

**Diploma of Business (Operations Management)**

**Certificate IV in Business (Operations Management)**

Course Code: 2005S/VICC Advanced Diploma

Course Code: 20053/VICC Diploma

Course Code: 20051/VICC 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, 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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MPM021</td>
<td>50</td>
</tr>
<tr>
<td>NAP720</td>
<td>30</td>
</tr>
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<td>NAP721</td>
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<tr>
<td>NGMS106</td>
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<tr>
<td>TDFTP979A</td>
<td>30</td>
</tr>
<tr>
<td>VB370</td>
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<td>or</td>
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<tr>
<td>VB369</td>
<td>20</td>
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<tr>
<td>VB373</td>
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<td>VB374</td>
<td>40</td>
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<tr>
<td>VB375</td>
<td>40</td>
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<td>VB376</td>
<td>60</td>
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<tr>
<td>VB377</td>
<td>60</td>
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<tr>
<td>VB391</td>
<td>50</td>
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</tbody>
</table>

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

- NO SI16 Keyboarding-Techniques & Operations 20
- NO SI16 Spreadsheet Fundamentals 20
- NO SI22 Word Processing Introduction 20
- NO SI25 Database Fundamentals 20

**Elective Modules**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>30</td>
</tr>
<tr>
<td>NCS009</td>
<td>20</td>
</tr>
<tr>
<td>NCS015</td>
<td>20</td>
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<tr>
<td>TDFTP797A</td>
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<tr>
<td>TDTJ197A</td>
<td>40</td>
</tr>
<tr>
<td>VB362</td>
<td>40</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS106</td>
<td>40</td>
</tr>
<tr>
<td>MPM021</td>
<td>50</td>
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<tr>
<td>TDTF397A</td>
<td>30</td>
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<tr>
<td>VBJ370</td>
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<td>or</td>
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<td>VBJ369</td>
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<tr>
<td>VBJ373</td>
<td>40</td>
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<td>VBJ374</td>
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<td>VBJ375</td>
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<td>VBJ376</td>
<td>60</td>
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<tr>
<td>VBJ377</td>
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</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>NOS116</td>
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</tr>
<tr>
<td>NOS216</td>
<td>20</td>
</tr>
<tr>
<td>NOS222</td>
<td>20</td>
</tr>
<tr>
<td>NOS215</td>
<td>20</td>
</tr>
<tr>
<td>BSXFMI508A</td>
<td>60</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BSXFMI509A</td>
<td>60</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>20</td>
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<tr>
<td>or</td>
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<tr>
<td>VBJ369</td>
<td>10</td>
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<tr>
<td>VBJ373</td>
<td>40</td>
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<td>VBJ374</td>
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<td>NGMS106</td>
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<td>VBJ375</td>
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<td>VBJ377</td>
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<tr>
<td>VBJ383</td>
<td>50</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO SI16</td>
<td>20</td>
</tr>
<tr>
<td>NO SI21</td>
<td>20</td>
</tr>
<tr>
<td>NO SI22</td>
<td>20</td>
</tr>
<tr>
<td>NO SI25</td>
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</tr>
<tr>
<td>BSXFMI508A</td>
<td>60</td>
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<tr>
<td>or</td>
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</tr>
<tr>
<td>BSXFMI509A</td>
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</table>

Elective Modules

The Certificate IV level electives are:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>30</td>
</tr>
<tr>
<td>NCS009</td>
<td>20</td>
</tr>
<tr>
<td>TDTF797A</td>
<td>20</td>
</tr>
<tr>
<td>NCS015</td>
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</tr>
<tr>
<td>TDTJ197A</td>
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<tr>
<td>VBJ362</td>
<td>40</td>
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<tr>
<td>VBJ391</td>
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</tbody>
</table>

The Diploma level elective modules are:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ITT305</td>
<td>20</td>
</tr>
<tr>
<td>NAP750</td>
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<tr>
<td>NAP752</td>
<td>40</td>
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<tr>
<td>NGMS112</td>
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<td>VAD950</td>
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The Diploma level elective modules are:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSZ404A</td>
<td>30</td>
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<tr>
<td>TDTJ197A</td>
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<td>VBJ362</td>
<td>40</td>
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<tr>
<td>VBJ391</td>
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Elective Modules

The Certificate IV level electives are:

<table>
<thead>
<tr>
<th>Module Code</th>
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</thead>
<tbody>
<tr>
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<td>NCS009</td>
<td>20</td>
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<tr>
<td>NCS015</td>
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<td>VBJ362</td>
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The Diploma level elective modules are:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSZ404A</td>
<td>30</td>
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<tr>
<td>TDTJ197A</td>
<td>40</td>
</tr>
<tr>
<td>NCS009</td>
<td>20</td>
</tr>
<tr>
<td>NCS015</td>
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<td>TDTF797A</td>
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<td>VBJ362</td>
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<tr>
<td>VBJ391</td>
<td>50</td>
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</tbody>
</table>

The Diploma level elective modules are:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ITT305</td>
<td>20</td>
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<tr>
<td>NAP750</td>
<td>40</td>
</tr>
<tr>
<td>NAP752</td>
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<td>VAD950</td>
<td>60</td>
</tr>
<tr>
<td>VBJ389</td>
<td>40</td>
</tr>
</tbody>
</table>
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
- VBJ064 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
- VBJ370 Career Planning & Skills Assessment 20
- 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
- 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

Elective Modules
Students must complete 1 module from one of the elective streams 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

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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Elective Modules

Marketing Stream Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ422</td>
<td>51</td>
</tr>
<tr>
<td>VBJ423</td>
<td>51</td>
</tr>
<tr>
<td>VBJ424</td>
<td>51</td>
</tr>
</tbody>
</table>

Multimedia Stream Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ425</td>
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<tr>
<td>VBJ426</td>
<td>51</td>
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</tbody>
</table>

NOS110.v2 Occupational Health and Safety must be completed prior to undertaking any practical placement.
Advanced Diploma of Business (Advertising)

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

<table>
<thead>
<tr>
<th>Elective Modules</th>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>Career Planning &amp; Skills Assessment</td>
<td>20</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
<td>10</td>
</tr>
<tr>
<td>VBJ217</td>
<td>Introduction to Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ218</td>
<td>Focus on the Advertising Industry</td>
<td>51</td>
</tr>
<tr>
<td>VBJ219</td>
<td>The Marketing Concept for Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ220</td>
<td>Creative &amp; Production Elements in Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ221</td>
<td>Introduction to Advertising Media</td>
<td>51</td>
</tr>
<tr>
<td>VBJ222</td>
<td>Introduction to E Commerce</td>
<td>20</td>
</tr>
<tr>
<td>VBJ223</td>
<td>Introduction to Copy &amp; Design</td>
<td>51</td>
</tr>
<tr>
<td>VBJ224</td>
<td>Law of Advertising 1</td>
<td>34</td>
</tr>
<tr>
<td>MAGW</td>
<td>OHSW Small Business</td>
<td>40</td>
</tr>
<tr>
<td>VBJ225</td>
<td>Introduction to Market Research for Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ226</td>
<td>Consumer Decision Making for Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ227</td>
<td>Software Applications</td>
<td>34</td>
</tr>
<tr>
<td>VBJ228</td>
<td>Communication within the Advertising Workplace</td>
<td>51</td>
</tr>
<tr>
<td>VBJ229</td>
<td>Business Statistics for Advertising</td>
<td>51</td>
</tr>
<tr>
<td>MAHC</td>
<td>Computerised Accounting with Inventory</td>
<td>51</td>
</tr>
<tr>
<td>VBJ205</td>
<td>Advertising Media Planning</td>
<td>34</td>
</tr>
<tr>
<td>VBJ206</td>
<td>Advertising Industry Environment</td>
<td>34</td>
</tr>
<tr>
<td>VBJ207</td>
<td>Advertising Campaign Studies</td>
<td>51</td>
</tr>
<tr>
<td>VBJ208</td>
<td>Strategic Advertising &amp; Marketing Planning</td>
<td>51</td>
</tr>
<tr>
<td>VBJ209</td>
<td>Consumer Behaviour Concepts for Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ410</td>
<td>Working Relations Management</td>
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</tr>
<tr>
<td>VBJ411</td>
<td>Law of Advertising 2</td>
<td>34</td>
</tr>
<tr>
<td>VBJ412</td>
<td>Small Business Management 1</td>
<td>51</td>
</tr>
<tr>
<td>VBJ414</td>
<td>Advertising Campaign Management</td>
<td>51</td>
</tr>
<tr>
<td>VBJ415</td>
<td>Advertising Project</td>
<td>51</td>
</tr>
<tr>
<td>VBJ416</td>
<td>Organisational Behaviour within the Advertising Industry</td>
<td>51</td>
</tr>
<tr>
<td>VBJ417</td>
<td>Small Business Management 2</td>
<td>34</td>
</tr>
<tr>
<td>VBJ418</td>
<td>International Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ419</td>
<td>Culture &amp; Diversity in Advertising</td>
<td>51</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Elective Modules</th>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Stream Elective Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VBJ422</td>
<td>Services Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ423</td>
<td>Marketing Public Relations</td>
<td>51</td>
</tr>
<tr>
<td>VBJ424</td>
<td>Direct Response &amp; Sales Promotion</td>
<td>51</td>
</tr>
<tr>
<td>Multimedia Stream Elective Modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VBJ425</td>
<td>Concept Development for Advertising</td>
<td>51</td>
</tr>
<tr>
<td>VBJ426</td>
<td>Copywriting &amp; Art Direction</td>
<td>51</td>
</tr>
<tr>
<td>VBJ427</td>
<td>Multimedia in Advertising</td>
<td>51</td>
</tr>
</tbody>
</table>

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 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
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<td>VAB548</td>
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<td>VBF303</td>
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<tr>
<td>VBJ370</td>
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</tr>
</tbody>
</table>

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

<table>
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<tr>
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<th>Hours</th>
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<tbody>
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<td>NAP719*</td>
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<td>NOS230*</td>
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<td>VAR453</td>
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<td>68</td>
</tr>
<tr>
<td>VBJ356</td>
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</tbody>
</table>

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

Elective Modules

<table>
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<tr>
<th>Module Code</th>
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</thead>
<tbody>
<tr>
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<td>VBJ357</td>
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</tbody>
</table>

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 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**

<table>
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<th>Hours</th>
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<tr>
<td>NOS110.v2</td>
<td>20</td>
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</tbody>
</table>

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

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

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**

<table>
<thead>
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<tbody>
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<td>VBF306</td>
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*Indonesian is generally offered for this component.

or

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBJ369</td>
<td>10</td>
</tr>
<tr>
<td>NOS110.v2</td>
<td>20</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS201</td>
<td>40</td>
</tr>
<tr>
<td>NGMS202</td>
<td>40</td>
</tr>
<tr>
<td>NGMS203</td>
<td>40</td>
</tr>
<tr>
<td>NGMS211</td>
<td>40</td>
</tr>
<tr>
<td>VBG859</td>
<td>120</td>
</tr>
<tr>
<td>VBD382</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Advanced Diploma of Business (Public Relations)

Course Code: 20065VICE

**Course Objective**

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;
- Use and analyse complex data.

**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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>20</td>
</tr>
<tr>
<td>VBJ369</td>
<td>10</td>
</tr>
<tr>
<td>NOS110.v2</td>
<td>20</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS201</td>
<td>40</td>
</tr>
<tr>
<td>NGMS202</td>
<td>40</td>
</tr>
<tr>
<td>NGMS203</td>
<td>40</td>
</tr>
<tr>
<td>NGMS211</td>
<td>40</td>
</tr>
<tr>
<td>VBG859</td>
<td>120</td>
</tr>
<tr>
<td>VBD382</td>
<td>20</td>
</tr>
</tbody>
</table>

Technical and Further Education
School of Business
Technical and Further Education

School of Business

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
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
NGMS240 Marketing Law 51
NGMS248 Occupational Health & Safety 15
NGMS249 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
VBA294 Research Skills 1 36
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

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

VOS140.v2 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.

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSSG04A</td>
<td>20</td>
</tr>
<tr>
<td>PRSSG05A</td>
<td>16</td>
</tr>
<tr>
<td>PRSSG06A</td>
<td>8</td>
</tr>
<tr>
<td>PRSSG07A</td>
<td>2</td>
</tr>
<tr>
<td>PRSSG08A</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG17A</td>
<td>8</td>
</tr>
</tbody>
</table>

Certificate II in Security (Guarding)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSSG18A</td>
<td>Work as part of a team</td>
<td>12</td>
</tr>
<tr>
<td>PRSSG28A</td>
<td>Interpret &amp; comply with legal &amp; procedural requirements</td>
<td>20</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSSG04A Communicate in the workplace</td>
<td>20</td>
</tr>
<tr>
<td>PRSSG05A Manage conflict</td>
<td>16</td>
</tr>
<tr>
<td>PRSSG06A Maintain occupational health &amp; safety</td>
<td>8</td>
</tr>
<tr>
<td>PRSSG07A Manage own performance</td>
<td>2</td>
</tr>
<tr>
<td>PRSSG08A Operate basic security equipment</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG17A Maintain an effective relationship with clients/customers</td>
<td>8</td>
</tr>
<tr>
<td>PRSSG18A Work as part of a team</td>
<td>12</td>
</tr>
<tr>
<td>PRSSG28A Interpret &amp; comply with legal &amp; procedural requirements</td>
<td>20</td>
</tr>
</tbody>
</table>

**Elective Units**

Ten units selected by 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.

---

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAGA</td>
<td>Planning for success v2</td>
<td>20</td>
</tr>
<tr>
<td>MAGB</td>
<td>Marketing v2</td>
<td>40</td>
</tr>
<tr>
<td>MAGH</td>
<td>Business finance v2</td>
<td>30</td>
</tr>
<tr>
<td>MAGK</td>
<td>Cost, profit &amp; break-even v2</td>
<td>30</td>
</tr>
<tr>
<td>MAGY</td>
<td>Business Law v2</td>
<td>40</td>
</tr>
</tbody>
</table>

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.

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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOD.1</td>
<td>Client Interaction</td>
<td>20</td>
</tr>
<tr>
<td>MOD.2</td>
<td>Introduction to Business Operations</td>
<td>30</td>
</tr>
<tr>
<td>MOD.3</td>
<td>Business Facilitation Skills</td>
<td>20</td>
</tr>
<tr>
<td>MOD.4</td>
<td>Ethics &amp; Professionalism</td>
<td>10</td>
</tr>
<tr>
<td>MOD.5</td>
<td>Financial Records Management</td>
<td>30</td>
</tr>
<tr>
<td>MOD.6</td>
<td>Marketing Strategies for Business</td>
<td>40</td>
</tr>
<tr>
<td>MOD.7</td>
<td>Facilitate Financial Planning</td>
<td>30</td>
</tr>
<tr>
<td>MOD.8</td>
<td>Electronic Commerce in Business</td>
<td>30</td>
</tr>
<tr>
<td>MOD.9</td>
<td>Facilitate a Business Plan</td>
<td>40</td>
</tr>
<tr>
<td>MOD.10</td>
<td>Working with Growth Companies</td>
<td>30</td>
</tr>
</tbody>
</table>
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**

**Automotive and Fabrication**

**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 Technology
- MEM20298F Certificate II in Engineering—Production Technology
- MEM30198F Certificate III in Engineering Production Systems
- MEM30398F Certificate III in Engineering Fabrication Trade
- 20018VICF Certificate IV in Engineering Technology
- 20019VICF Diploma of Engineering Technology (Fabrication/Welding)
- 20021VICF 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/ETC 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)
- MEM30599F Certificate III in Engineering Technician—Light & Heavy
- MEM40199F Certificate IV in Engineering
- MEM50199F 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 prerequisites 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

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum Points Required</th>
<th>Industrial C Level</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.19A Weld Using GTAW process</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEM5.18A Perform Advanced Welding Using GMAW process</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEM5.17A Weld Using GMAW process</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEM5.16A Perform Advanced Welding Using MMAW process</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEM5.15A Weld Using MMAW process</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEM3.2A Sheet &amp; Plate Assembly</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEM3.1A Manual Production Assembly</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM01.1F</td>
<td>Undertake Interactive Workplace Communication</td>
</tr>
<tr>
<td>MEM01.2F</td>
<td>Apply Principles of OH&amp;S in a Work Environment</td>
</tr>
<tr>
<td>MEM01.3F</td>
<td>Apply Quality Procedures</td>
</tr>
<tr>
<td>MEM01.4F</td>
<td>Plan to Undertake a Routine Task</td>
</tr>
<tr>
<td>MEM01.5C</td>
<td>Apply Quality Systems</td>
</tr>
<tr>
<td>MEM02.1C</td>
<td>Organise &amp; Analyse Information</td>
</tr>
<tr>
<td>MEM02.3C</td>
<td>Operate in a Work-Based Team Environment</td>
</tr>
<tr>
<td>MEM02.4C</td>
<td>Assist in the Provision of on-the-job training</td>
</tr>
<tr>
<td>MEM02.6C</td>
<td>Measure with Graduated Devices</td>
</tr>
<tr>
<td>MEM02.7C</td>
<td>Plan a Complete Activity</td>
</tr>
<tr>
<td>MEM02.8C</td>
<td>Perform Computations - Basic</td>
</tr>
<tr>
<td>MEM02.9C</td>
<td>Perform Computer Operations</td>
</tr>
<tr>
<td>MEM02.10C</td>
<td>Perform Computer Operations</td>
</tr>
<tr>
<td>MEM02.12C</td>
<td>Write Reports</td>
</tr>
<tr>
<td>MEM03.1A</td>
<td>Manual Production Assembly</td>
</tr>
<tr>
<td>MEM03.2A</td>
<td>Sheet &amp; Plate Assembly</td>
</tr>
<tr>
<td>MEM05.1A</td>
<td>Manual Soldering</td>
</tr>
<tr>
<td>MEM05.2A</td>
<td>Soldering</td>
</tr>
<tr>
<td>MEM05.3A</td>
<td>Repair/Replace/Modify Fabrications</td>
</tr>
<tr>
<td>MEM05.4A</td>
<td>Perform Routine F.G.W</td>
</tr>
<tr>
<td>MEM05.5A</td>
<td>Weld Using MMAW/GMAW</td>
</tr>
<tr>
<td>MEM05.6A</td>
<td>Welding Inspection</td>
</tr>
<tr>
<td>MEM05.7A</td>
<td>Perform Basic Incidental/Heat Quenching</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum Points Required</th>
<th>Industrial 'C' Level Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM10198 Certificate I in Engineering</td>
<td>16</td>
<td>C 13</td>
</tr>
<tr>
<td>MEM20198 Cert II in Eng Prod</td>
<td>32</td>
<td>C 12</td>
</tr>
<tr>
<td>MEM20298 Cert II in Eng Prod Tech</td>
<td>64</td>
<td>C 11</td>
</tr>
<tr>
<td>MEM30198 Cert III in Eng Prod Sys</td>
<td>96</td>
<td>C 10</td>
</tr>
<tr>
<td>MEM30298 Cert III in Eng FabTrade</td>
<td>96</td>
<td>C 10</td>
</tr>
</tbody>
</table>

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 prerequisites 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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1F</td>
<td>Undertake interactive workplace communication 0</td>
</tr>
<tr>
<td>MEM1.2F</td>
<td>Apply principles of occupational health &amp; safety in a work environment 0</td>
</tr>
<tr>
<td>MEM1.3F</td>
<td>Apply quality procedures 0</td>
</tr>
<tr>
<td>MEM1.4F</td>
<td>Plan to undertake a routine task 0</td>
</tr>
</tbody>
</table>

**Elective Units**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4A</td>
<td>Perform routine oxyacetylene welding (fuel gas welding) 2</td>
</tr>
<tr>
<td>MEM5.5A</td>
<td>Perform brazing &amp; silver soldering 2</td>
</tr>
<tr>
<td>MEM5.7A</td>
<td>Manual heating, thermal cutting &amp; gouging 2</td>
</tr>
<tr>
<td>MEM5.21A</td>
<td>Weld using oxyacetylene welding process (OAW) fuel gas welding 4</td>
</tr>
<tr>
<td>MEM13.3A</td>
<td>Work safely with industrial chemicals &amp; materials 2</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1F</td>
<td>Undertake interactive workplace communication 0</td>
</tr>
<tr>
<td>MEM1.2F</td>
<td>Apply principles of occupational health &amp; safety in a work environment 0</td>
</tr>
<tr>
<td>MEM1.3F</td>
<td>Apply quality procedures 0</td>
</tr>
<tr>
<td>MEM1.4F</td>
<td>Plan to undertake a routine task 0</td>
</tr>
</tbody>
</table>

**Core Units Band 1**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.5C11</td>
<td>Measure with graduated devices 2</td>
</tr>
<tr>
<td>MEM2.7C10</td>
<td>Perform computations—basic 2</td>
</tr>
</tbody>
</table>

**Elective Units**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4A</td>
<td>Perform routine oxyacetylene welding (fuel gas welding) 2</td>
</tr>
<tr>
<td>MEM5.6A</td>
<td>Perform brazing &amp; silver soldering 2</td>
</tr>
<tr>
<td>MEM5.7A</td>
<td>Manual heating, thermal cutting &amp; gouging 2</td>
</tr>
<tr>
<td>MEM5.8A</td>
<td>Advanced manual thermal cutting, gouging &amp; shaping 2</td>
</tr>
<tr>
<td>MEM5.12A</td>
<td>Perform routine manual arc &amp; or gas metal arc welding 4</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.2F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.3F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.4F</td>
<td>0</td>
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Core Units Band 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.1C12</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.3C11</td>
<td>2</td>
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</table>

Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.16A</td>
<td>8</td>
</tr>
<tr>
<td>MEM5.19A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.20A</td>
<td>8</td>
</tr>
<tr>
<td>MEM5.21A</td>
<td>4</td>
</tr>
</tbody>
</table>

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 '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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.2F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.3F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.4F</td>
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</table>

Core Units Band 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.1C12</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.2C11</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.3C11</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.4C11</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.5C11</td>
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<tr>
<td>MEM2.6C10</td>
<td>4</td>
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<tr>
<td>MEM2.7C10</td>
<td>2</td>
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<tr>
<td>MEM2.8C10</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.9C10</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.13C5</td>
<td>4</td>
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Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4A</td>
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</tr>
<tr>
<td>MEM5.5A</td>
<td>2</td>
</tr>
<tr>
<td>MEM5.7A</td>
<td>2</td>
</tr>
<tr>
<td>MEM5.10A</td>
<td>8</td>
</tr>
<tr>
<td>MEM5.11A</td>
<td>8</td>
</tr>
<tr>
<td>MEM5.15A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.17A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.19A</td>
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<tr>
<td>MEM5.37A</td>
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<tr>
<td>MEM5.39A</td>
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<tr>
<td>MEM5.40A</td>
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</table>

Drawing, Drafting & Design

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM9.1A</td>
<td>2</td>
</tr>
<tr>
<td>MEM9.2A</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.2F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.3F</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.4F</td>
<td>0</td>
</tr>
</tbody>
</table>

Core Units Band 1

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.1C12</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.2C11</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.3C11</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.4C11</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.5C11</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.6C10</td>
<td>4</td>
</tr>
<tr>
<td>MEM2.7C10</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.8C10</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.9C10</td>
<td>2</td>
</tr>
<tr>
<td>MEM2.13C5</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4A</td>
<td>2</td>
</tr>
<tr>
<td>MEM5.5A</td>
<td>2</td>
</tr>
<tr>
<td>MEM5.7A</td>
<td>2</td>
</tr>
<tr>
<td>MEM5.10A</td>
<td>8</td>
</tr>
<tr>
<td>MEM5.11A</td>
<td>8</td>
</tr>
<tr>
<td>MEM5.15A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.17A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.19A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.37A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.38A</td>
<td>6</td>
</tr>
<tr>
<td>MEM5.39A</td>
<td>2</td>
</tr>
<tr>
<td>MEM5.40A</td>
<td>2</td>
</tr>
</tbody>
</table>

Drawing, Drafting & Design

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM9.1A</td>
<td>2</td>
</tr>
<tr>
<td>MEM9.2A</td>
<td>4</td>
</tr>
</tbody>
</table>
Materials Handling
Elective Units
MEM11.1A Manual handling 2

Measurement
Elective Units
MEM12.7A Mark out/ 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 varies 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1F</td>
<td>Undertake interactive workplace communication</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.2F</td>
<td>Apply principles of occupational health &amp; safety in a work environment</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.3F</td>
<td>Apply quality procedures</td>
<td>0</td>
</tr>
<tr>
<td>MEM1.4F</td>
<td>Plan to undertake a routine task</td>
<td>0</td>
</tr>
<tr>
<td>Note that Foundation units do not carry unit weight points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA010</td>
<td>Material Science 4</td>
</tr>
<tr>
<td>EA031</td>
<td>Writing in plain English 2</td>
</tr>
<tr>
<td>EA040</td>
<td>Occupational Health &amp; Safety 2</td>
</tr>
<tr>
<td>EA042</td>
<td>Quality Functions-Receiving Inspection 2</td>
</tr>
<tr>
<td>EA045</td>
<td>Quality Concepts 2</td>
</tr>
<tr>
<td>EA047</td>
<td>Quality Improvement in the Workplace 4</td>
</tr>
<tr>
<td>EA050</td>
<td>Computing in Engineering 4</td>
</tr>
<tr>
<td>EA061</td>
<td>Engineering Graphics 4</td>
</tr>
<tr>
<td>EA063</td>
<td>Technical Drawing Interpretation 4</td>
</tr>
<tr>
<td>EA070</td>
<td>Engineering Organisations 4</td>
</tr>
<tr>
<td>EA071</td>
<td>Planning Estimating &amp; Costing 2</td>
</tr>
<tr>
<td>EA080</td>
<td>Engineering Measurement 2</td>
</tr>
<tr>
<td>EA601</td>
<td>Maintenance Processes 4</td>
</tr>
<tr>
<td>EA602</td>
<td>Maintenance Systems 4</td>
</tr>
<tr>
<td>EA603</td>
<td>Preventative Maintenance 2</td>
</tr>
<tr>
<td>EA604</td>
<td>Supervision of Materials Handling System 4</td>
</tr>
<tr>
<td>EA606</td>
<td>Liquid Penetrant 4</td>
</tr>
<tr>
<td>EA607</td>
<td>Magnetic Particle 8</td>
</tr>
<tr>
<td>EA608</td>
<td>Non-Destructive Testing Methods 6</td>
</tr>
<tr>
<td>EA609</td>
<td>Penetrant Testing 6</td>
</tr>
<tr>
<td>EA610</td>
<td>Radiographic Testing 1</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>20</td>
</tr>
<tr>
<td>AUR01170A</td>
<td>20</td>
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<tr>
<td>AUR012170A</td>
<td>20</td>
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<tr>
<td>AUR01370A</td>
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</tr>
<tr>
<td>AUR11668A</td>
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<td>AUR11867A</td>
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</tr>
<tr>
<td>AUR11870A</td>
<td>40</td>
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<tr>
<td>AUR12567A</td>
<td>15</td>
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<tr>
<td>AUR137927A</td>
<td>40</td>
</tr>
<tr>
<td>BSATEC1102A</td>
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</table>

Elective Units

Students are to select 120 hours from the following units:

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<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>AUR23608A</td>
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<tr>
<td>AUR25678A</td>
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<td>AUR18708A</td>
<td>40</td>
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<td>AUR18676A</td>
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<td>AUR17668A</td>
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<tr>
<td>AUR09170A</td>
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<td>AUR07170A</td>
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</tr>
<tr>
<td>AUR06670A</td>
<td>10</td>
</tr>
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<td>AUR06170A</td>
<td>10</td>
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<td>AUR23808A</td>
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</tr>
<tr>
<td>AUR31708A</td>
<td>80</td>
</tr>
</tbody>
</table>

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.

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 across 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
<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421</td>
<td>20</td>
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</table>

Light Vehicle Mechanic Stream
<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR00108</td>
<td>20</td>
</tr>
<tr>
<td>AUR01166</td>
<td>40</td>
</tr>
<tr>
<td>AUR01170</td>
<td>20</td>
</tr>
<tr>
<td>AUR02166</td>
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<tr>
<td>AUR02170</td>
<td>10</td>
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<tr>
<td>AUR18676</td>
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<td>AUR18708</td>
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<td>AUR21266</td>
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</tr>
<tr>
<td>AUR21366</td>
<td>25</td>
</tr>
</tbody>
</table>

AUR66108 Carry out diagnostic procedures 20

Elective Components
Includes 6 electives sourced from any endorsed Industry Training Package.

Panel Beating Stream

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR18676</td>
<td>15</td>
</tr>
<tr>
<td>AUR18708</td>
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<td>AUR27064</td>
<td>20</td>
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<tr>
<td>AUR27164</td>
<td>20</td>
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</tbody>
</table>

Plus 3 electives to be sourced from any endorsed Industry Training Package.

Panel Beating Stream Competencies

Compulsory Streams Competencies
Vehicle Painting Stream

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR26108</td>
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<tr>
<td>AUR26965</td>
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<td>AUR29603</td>
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<td>AUR29608</td>
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</tr>
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<td>AUR29908</td>
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<td>AUR66116</td>
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</tr>
<tr>
<td>AUR66230</td>
<td>10</td>
</tr>
</tbody>
</table>

A UR66108 Carry out diagnostic procedures 20

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qualification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR10199</td>
<td>Cert I in Automotive</td>
<td>180</td>
</tr>
<tr>
<td>AUR20199</td>
<td>Cert II in Automotive Administration (Clerical)</td>
<td>330–530</td>
</tr>
<tr>
<td>AUR22099</td>
<td>Cert II in Automotive Sales (Replacement Parts &amp; Accessories)</td>
<td>360–445</td>
</tr>
<tr>
<td>AUR22499</td>
<td>Cert II in Automotive Vehicle Body (Accessory Fitting 'Mechanical')</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22599</td>
<td>Cert II in Automotive Vehicle Body (Detailing)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22699</td>
<td>Cert II in Automotive Vehicle Body (Dismantling)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22899</td>
<td>Cert II in Automotive Vehicle Body (Paint/Panel Preparation)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR23199</td>
<td>Cert II in Marine (Sales)</td>
<td>360–397</td>
</tr>
<tr>
<td>AUR23099</td>
<td>Cert II in Bicycles (Services)</td>
<td>465</td>
</tr>
<tr>
<td>AUR23999</td>
<td>Cert II in Automotive Outdoor Power Equipment</td>
<td>378</td>
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<tr>
<td>AUR20799</td>
<td>Cert II in Automotive Mechanical (Air Conditioning)</td>
<td>280–650</td>
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<tr>
<td>AUR20899</td>
<td>Cert II in Automotive Mechanical (Cylinder Head Reconditioning)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR20999</td>
<td>Cert II in Automotive Mechanical (Driveline)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21099</td>
<td>Cert II in Automotive Mechanical (Exhaust Fitting &amp; Repair)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21299</td>
<td>Cert II in Automotive Mechanical (Radiator Repairs)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21399</td>
<td>Cert II in Automotive Mechanical (Steering &amp; Suspension)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21599</td>
<td>Cert II in Automotive Mechanical (Tyre Fitting &amp; Repair Light)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21699</td>
<td>Cert II in Automotive Mechanical (Underbody)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21799</td>
<td>Cert II in Automotive Mechanical (Vehicle Servicing)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21999</td>
<td>Cert II in Automotive Mechanical (Wheel Aligning)</td>
<td>280–650</td>
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<tr>
<td>AUR31699</td>
<td>Cert III in Automotive Vehicle Body (Panel Beating)</td>
<td>765–990</td>
</tr>
<tr>
<td>AUR31899</td>
<td>Cert III in Automotive Vehicle Body (Vehicle Painting)</td>
<td>765–990</td>
</tr>
<tr>
<td>AUR30299</td>
<td>Cert III in Automotive Mechanical (Automatic Transmission)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30399</td>
<td>Cert III in Automotive Mechanical (Brakes)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30699</td>
<td>Cert III in Automotive Mechanical (Drive line)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR31099</td>
<td>Cert III in Automotive Mechanical (Light Vehicle)</td>
<td>520–1237</td>
</tr>
</tbody>
</table>

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:

- AUR70125A Follow Workplace Occupational Health & Safety procedures
- AUR70278A Use & maintain workplace tools & equipment
- AUR70314A Contribute to workplace communication
- AUR70421A Establish relations with customers

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR70125A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units
Three units selected in consultation with the student's employer, with approval of the Head of Department.

Certificate II in Automotive

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, 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.

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.

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 by 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 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

<table>
<thead>
<tr>
<th>University/ETTE Code</th>
<th>Customer Service Stream</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR42621A</td>
<td>Promote products &amp; services</td>
<td>20</td>
</tr>
<tr>
<td>AUR62721A</td>
<td>Establish customer requirements of a complex nature</td>
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</tr>
</tbody>
</table>

Staff Development Stream

<table>
<thead>
<tr>
<th>University/ETTE Code</th>
<th>Staff Development Stream</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR59114A</td>
<td>Contribute to assessment of staff Competencies</td>
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</tr>
<tr>
<td>AUR59211A</td>
<td>Coach staff on the job</td>
<td>30</td>
</tr>
<tr>
<td>AUR59350A</td>
<td>Conduct information sessions</td>
<td>25</td>
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</tbody>
</table>

Technical Application Stream

<table>
<thead>
<tr>
<th>University/ETTE Code</th>
<th>Technical Application Stream</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR59554A</td>
<td>Provide technical guidance</td>
<td>40</td>
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<tr>
<td>AUR66208A</td>
<td>Carry out diagnoses of complex system faults</td>
<td>80</td>
</tr>
<tr>
<td>AUR66671A</td>
<td>Service/ repair complex systems</td>
<td>120</td>
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</table>

Quality Control Stream

<table>
<thead>
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<th>University/ETTE Code</th>
<th>Quality Control Stream</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AUR61230A</td>
<td>Inspect technical quality of work</td>
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Work Organisation Stream

<table>
<thead>
<tr>
<th>University/ETTE Code</th>
<th>Work Organisation Stream</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AUR59647A</td>
<td>Coordinate work activities</td>
<td>35</td>
</tr>
<tr>
<td>AUR61447A</td>
<td>Participate in improving workplace Productivity</td>
<td>40</td>
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</tbody>
</table>

Business Operations Stream

<table>
<thead>
<tr>
<th>University/ETTE Code</th>
<th>Business Operations Stream</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR38038A</td>
<td>Plan &amp; organise stock</td>
<td>40</td>
</tr>
<tr>
<td>AUR63337A</td>
<td>Maintain business image</td>
<td>15</td>
</tr>
<tr>
<td>AUR65722A</td>
<td>Estimate complex jobs</td>
<td>30</td>
</tr>
</tbody>
</table>

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 earthmoving equipment are used in the training programs. For driver training there is a 1.2 kilometre road circuit and maneuvering area. The Centre also includes a library, canteen and student amenity area. Over four thousand trainees attend courses at the Centre annually.

The Industrial Skills Training Centre provides training to regulation standards and serves the needs of the building and civil construction, and transport and materials handling and storage industries.

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 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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) BCG1000A Carry out interactive workplace communication</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A Carry out O H&amp;S requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A Plan &amp; organise work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A Read &amp; interpret plans</td>
<td>40</td>
</tr>
<tr>
<td>BCG1004A Carry out measurements &amp; calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A Use hand &amp; power tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A Use small plant &amp; equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1008A Use simple levelling devices</td>
<td>8</td>
</tr>
<tr>
<td>BCG1011A Handle construction materials &amp; safely dispose of waste</td>
<td>16</td>
</tr>
</tbody>
</table>

(ii) BCC1003A Drain/ de-water site | 12 |
| BCC1009A Carry out manual excavation | 8 |
| BCC1010A 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Conduct</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3002A</td>
<td>Backhoe/Loader operations</td>
<td>200</td>
</tr>
<tr>
<td>BCC3003A</td>
<td>Dozer operations</td>
<td>20</td>
</tr>
<tr>
<td>BCC3004A</td>
<td>Excavator operations</td>
<td>20</td>
</tr>
<tr>
<td>BCC3005A</td>
<td>Front End Loader operations</td>
<td>20</td>
</tr>
<tr>
<td>BCC3006A</td>
<td>Grader operations</td>
<td>20</td>
</tr>
<tr>
<td>BCC3007A</td>
<td>Scraper operations</td>
<td>160</td>
</tr>
<tr>
<td>BCC3008A</td>
<td>Skid Steer Loader operations</td>
<td>20</td>
</tr>
<tr>
<td>BCC3014A</td>
<td>Pipelayer operations</td>
<td>20</td>
</tr>
<tr>
<td>BCC3015A</td>
<td>Recycler operations</td>
<td>20</td>
</tr>
</tbody>
</table>

Group B

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Conduct</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3001A</td>
<td>Tip Truck operations</td>
<td>60</td>
</tr>
<tr>
<td>BCC3009A</td>
<td>Roller operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3010A</td>
<td>Water Cart operations</td>
<td>40</td>
</tr>
<tr>
<td>BCC3012A</td>
<td>Dump Truck operations</td>
<td>60</td>
</tr>
<tr>
<td>BCC3013A</td>
<td>Forklift operations</td>
<td>32</td>
</tr>
<tr>
<td>BCC3017A</td>
<td>Telescopic Materials Handler operations</td>
<td>40</td>
</tr>
</tbody>
</table>

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.

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

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.

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTD 197</td>
<td>Shift Materials Safely</td>
</tr>
<tr>
<td>TDTD 297</td>
<td>Use Manual Handling Equipment</td>
</tr>
<tr>
<td>TDE 397</td>
<td>Participate in Workplace Communication</td>
</tr>
<tr>
<td>TDE 597</td>
<td>Carry out Workplace Calculations</td>
</tr>
<tr>
<td>TDF 197</td>
<td>Follow Occupational Health &amp; Safety Procedures</td>
</tr>
<tr>
<td>TDF 297</td>
<td>Conduct Housekeeping Activities</td>
</tr>
<tr>
<td>TDF 997</td>
<td>Conduct Cleaning Operations in Enclosed Spaces</td>
</tr>
<tr>
<td>TDL 197</td>
<td>Work Effectively with Others</td>
</tr>
<tr>
<td>TDC 498</td>
<td>Undertake Workplace Orientation</td>
</tr>
<tr>
<td>TDL 197</td>
<td>Complete Induction Procedures</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA997</td>
<td>Complete Import/Export Documentation 20</td>
</tr>
<tr>
<td>TDA1297</td>
<td>Pick &amp; Process Orders 20</td>
</tr>
<tr>
<td>TDA1397</td>
<td>Receive Goods 20</td>
</tr>
<tr>
<td>TDA1497</td>
<td>Use Product Knowledge to Complete Work Operations 20</td>
</tr>
<tr>
<td>TDA2097</td>
<td>Replenish Stock 20</td>
</tr>
<tr>
<td>TDA1197</td>
<td>Package Goods 20</td>
</tr>
<tr>
<td>TDA2197</td>
<td>Despatch Stock 20</td>
</tr>
<tr>
<td>TDA2297</td>
<td>Participate in Stocktaking 20</td>
</tr>
<tr>
<td>TBD197</td>
<td>Check &amp; Assess Occupational Capability of Equipment 40</td>
</tr>
<tr>
<td>TBD298A</td>
<td>Check Conveyor Operational Status 20</td>
</tr>
<tr>
<td>TBD397</td>
<td>Handle Dangerous &amp; Hazardous Goods 20</td>
</tr>
<tr>
<td>TBD497</td>
<td>Load &amp; Unload Goods/Cargo 30</td>
</tr>
<tr>
<td>TBD597</td>
<td>Prepare Cargo for Transfer with Slings 20</td>
</tr>
<tr>
<td>TBD697</td>
<td>Operate a Forklift 40</td>
</tr>
<tr>
<td>TBD798</td>
<td>Operate Advanced Forklift Operations 40</td>
</tr>
<tr>
<td>TBD898</td>
<td>Operate Specialised Loading Shifting Equipment 40</td>
</tr>
<tr>
<td>TBD9198</td>
<td>Use Specialised Bulk Transfer Equipment (Dy) 40</td>
</tr>
<tr>
<td>TDD2298A</td>
<td>Conduct Weighbridge Operations 20</td>
</tr>
<tr>
<td>TDD2987</td>
<td>Apply Emergency/Accident Procedures 20</td>
</tr>
<tr>
<td>TDD397</td>
<td>Apply Customer Service Skills 20</td>
</tr>
<tr>
<td>TDD497</td>
<td>Apply Quality Procedures 20</td>
</tr>
<tr>
<td>TDD598A</td>
<td>Apply Grain Protection Measures 20</td>
</tr>
<tr>
<td>TDD698A</td>
<td>Implement Grain Monitoring Measures 20</td>
</tr>
<tr>
<td>TDD7197</td>
<td>Use Computer Applications 40</td>
</tr>
<tr>
<td>TDD8297</td>
<td>Use Information Technology Devices in the Workplace 20</td>
</tr>
<tr>
<td>TDD890</td>
<td>Complete Routine Administrative Tasks 10</td>
</tr>
<tr>
<td>TDD998</td>
<td>Prepare &amp; Process Financial Documents 20</td>
</tr>
<tr>
<td>TDD1098A</td>
<td>Capture Records into a Records Keeping System 20</td>
</tr>
<tr>
<td>TDD1197</td>
<td>Review Training (Category 1) 30</td>
</tr>
<tr>
<td>TDD1297</td>
<td>Prepare for Training (Category 1) 30</td>
</tr>
<tr>
<td>TDD1397</td>
<td>Lead Work Team or Group 25</td>
</tr>
<tr>
<td>TDD1497</td>
<td>Apply Customer Service Skills 20</td>
</tr>
<tr>
<td>TDD1597</td>
<td>Maintain Control of Records 20</td>
</tr>
<tr>
<td>TDD1698A</td>
<td>Provide Information from &amp; about Records 20</td>
</tr>
</tbody>
</table>

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.

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### 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:

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA1097</td>
<td>Coordinate Goods to Bond Premises 20</td>
</tr>
<tr>
<td>TDTA1597</td>
<td>Complete receival/Despatch Documentation 40</td>
</tr>
<tr>
<td>TDTA1697</td>
<td>Use Inventory Systems to Organise Stock Control 30</td>
</tr>
<tr>
<td>TDTA1797</td>
<td>Product Knowledge Applied to Organised Work Operations 40</td>
</tr>
<tr>
<td>TDTA1897</td>
<td>Organise Despatch Operations 40</td>
</tr>
<tr>
<td>TDTA1997</td>
<td>Organise Receival Operations 40</td>
</tr>
<tr>
<td>TDTA2398</td>
<td>Organise Warehouse records Operations 30</td>
</tr>
<tr>
<td>TDTA2498</td>
<td>Monitor Distribution Facilities 30</td>
</tr>
<tr>
<td>TDTB297</td>
<td>Test Equipment &amp; Isolate Faults 20</td>
</tr>
<tr>
<td>TDTB397</td>
<td>Conduct Advanced Forklift Operations 40</td>
</tr>
<tr>
<td>TDTB498</td>
<td>Use Specialised Bulk Gas Transfer Equipment 40</td>
</tr>
<tr>
<td>TDTB698</td>
<td>Use Specialised Liquid Bulk Gas Transfer Equipment (Gravity/Presurised) 40</td>
</tr>
<tr>
<td>TDTB798</td>
<td>Prepare for the Transport of Packed Dangerous Goods 40</td>
</tr>
<tr>
<td>TDTB898</td>
<td>Prepare for the Transport of Dangerous Goods in Bulk 40</td>
</tr>
<tr>
<td>TDTC3598</td>
<td>Operate a Boom Type Elevating Work Platform 30</td>
</tr>
<tr>
<td>TTDTE297</td>
<td>Estimate/Calculate Mass, Area &amp; Quantify Dimensions 15</td>
</tr>
<tr>
<td>TTDTE497</td>
<td>Prepare Workplace Documents 20</td>
</tr>
<tr>
<td>TTDTE598</td>
<td>Consolidate Manifest Documentation 20</td>
</tr>
<tr>
<td>TTDTE798</td>
<td>Implement &amp; Monitor Occupational Health &amp; Safety Procedures 30</td>
</tr>
<tr>
<td>TTDTEF97</td>
<td>Organise Occupational Health &amp; Safety Procedures in the Workplace 30</td>
</tr>
<tr>
<td>TTDTEG97</td>
<td>Provide First Aid in the Workplace 25</td>
</tr>
<tr>
<td>TTDTEH97</td>
<td>Lead Work Team or Group 25</td>
</tr>
<tr>
<td>TTDJ297</td>
<td>Apply Quality Systems 35–40</td>
</tr>
<tr>
<td>TTDJ598</td>
<td>Sample &amp; Test Products to Specifications 20</td>
</tr>
<tr>
<td>TTDJ698</td>
<td>Implement Grain Protection Procedures 40</td>
</tr>
<tr>
<td>TTDJL97</td>
<td>Conduct Induction Process 30</td>
</tr>
<tr>
<td>TTDJ197</td>
<td>Prepare for Training (Category 1) 30</td>
</tr>
<tr>
<td>TTDJ297</td>
<td>Deliver Training (Category 1) Shown in M1 Hours 30</td>
</tr>
<tr>
<td>TTDJM97</td>
<td>Review Training (Category 1) Shown in M1 Hours 30</td>
</tr>
<tr>
<td>TTDJN197</td>
<td>Conduct Assessment in Accordance with Established Assessment Procedure 20–30</td>
</tr>
<tr>
<td>TTDJQ97</td>
<td>Conduct Safety &amp; Hazard Control Procedures for Transferring Dangerous/ Specialised Goods 40</td>
</tr>
<tr>
<td>TTDK297</td>
<td>Document a Records System 30</td>
</tr>
<tr>
<td>TTDK398</td>
<td>Identify &amp; Classify Records to be Captured 40</td>
</tr>
</tbody>
</table>
Technical and Further Education
School of Further Education and Employment Services

Provide Records Retrieval Service  20
Sentence records  60
Undertake Movement of Records  30
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTB397</td>
<td>Carry Out Vehicle Maintenance 30</td>
</tr>
<tr>
<td>TDB497</td>
<td>Carry out Vehicle Inspection 20</td>
</tr>
<tr>
<td>TDB797</td>
<td>Carry Out Maintenance of Trailers 40</td>
</tr>
<tr>
<td>TDB897</td>
<td>Carry out Inspection of Trailers 30</td>
</tr>
<tr>
<td>TDT997</td>
<td>Drive Medium Rigid Vehicles 40</td>
</tr>
<tr>
<td>TDT1097</td>
<td>Drive Taxicabs 40</td>
</tr>
<tr>
<td>TDT1298</td>
<td>Ride Motorcycles 20</td>
</tr>
<tr>
<td>TDT397</td>
<td>Handle Dangerous &amp; Hazardous Goods 20</td>
</tr>
<tr>
<td>TDT497</td>
<td>Load &amp; Unload Goods 30</td>
</tr>
<tr>
<td>TDT697</td>
<td>Operate a Forklift 40</td>
</tr>
<tr>
<td>TDT897</td>
<td>Move Materials Mechanically 40</td>
</tr>
<tr>
<td>TDT997</td>
<td>Load &amp; Unload Dangerous Goods 30</td>
</tr>
<tr>
<td>TDT1897</td>
<td>Handle Furniture &amp; Effects 30</td>
</tr>
<tr>
<td>TDT1997</td>
<td>Pack &amp; Unpack Cartons for Removal 20</td>
</tr>
<tr>
<td>TDT2968</td>
<td>Use Specialised Bulk Transfer Equipment (Dry) 40</td>
</tr>
<tr>
<td>TDT397</td>
<td>Use Vehicle Communication System 20</td>
</tr>
<tr>
<td>TDT497</td>
<td>Process Workplace Documentation 20</td>
</tr>
<tr>
<td>TDT697</td>
<td>Use Electronic Communication Equipment 30</td>
</tr>
<tr>
<td>TDT797</td>
<td>Use Computer Applications 40</td>
</tr>
<tr>
<td>TDT897</td>
<td>Use Infotechnology Device in the Workplace 20</td>
</tr>
<tr>
<td>TDT997</td>
<td>Apply Keyboard Skills 20</td>
</tr>
<tr>
<td>TDT1097</td>
<td>Use Electronic Data Interchange (EDI) to Transmit Shipping Documentation 10</td>
</tr>
<tr>
<td>TDTG197</td>
<td>Complete Routine Administrative Tasks 10</td>
</tr>
<tr>
<td>TDTI297</td>
<td>Provide Revenue Protection Services 20</td>
</tr>
<tr>
<td>TDTK197</td>
<td>Conduct Financial Transactions 20</td>
</tr>
<tr>
<td>TDTK397</td>
<td>Prepare &amp; Process Financial Documents 30</td>
</tr>
<tr>
<td>TDTK998</td>
<td>Conduct Courier Delivery Cash Transactions 10</td>
</tr>
</tbody>
</table>

Upon successful completion of all 12 competencies, students will be eligible to graduate with the Certificate I in Transport & Distribution (Road Transport).

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTB397</td>
<td>Carry Out Vehicle Maintenance 30</td>
</tr>
<tr>
<td>TDB497</td>
<td>Carry out Vehicle Inspection 20</td>
</tr>
<tr>
<td>TDB797</td>
<td>Carry Out Maintenance of Trailers 40</td>
</tr>
<tr>
<td>TDB897</td>
<td>Carry out Inspection of Trailers 30</td>
</tr>
<tr>
<td>TDT997</td>
<td>Drive Medium Rigid Vehicles 40</td>
</tr>
<tr>
<td>TDT1097</td>
<td>Drive Taxicabs 40</td>
</tr>
<tr>
<td>TDT1298</td>
<td>Ride Motorcycles 20</td>
</tr>
<tr>
<td>TDT397</td>
<td>Handle Dangerous &amp; Hazardous Goods 20</td>
</tr>
<tr>
<td>TDT497</td>
<td>Load &amp; Unload Goods 30</td>
</tr>
<tr>
<td>TDT697</td>
<td>Operate a Forklift 40</td>
</tr>
<tr>
<td>TDT897</td>
<td>Move Materials Mechanically 40</td>
</tr>
<tr>
<td>TDT997</td>
<td>Load &amp; Unload Dangerous Goods 30</td>
</tr>
<tr>
<td>TDT1897</td>
<td>Handle Furniture &amp; Effects 30</td>
</tr>
<tr>
<td>TDT1997</td>
<td>Pack &amp; Unpack Cartons for Removal 20</td>
</tr>
<tr>
<td>TDT2968</td>
<td>Use Specialised Bulk Transfer Equipment (Dry) 40</td>
</tr>
<tr>
<td>TDT397</td>
<td>Use Vehicle Communication System 20</td>
</tr>
<tr>
<td>TDT497</td>
<td>Process Workplace Documentation 20</td>
</tr>
<tr>
<td>TDT697</td>
<td>Use Electronic Communication Equipment 30</td>
</tr>
<tr>
<td>TDT797</td>
<td>Use Computer Applications 40</td>
</tr>
<tr>
<td>TDT897</td>
<td>Use Infotechnology Device in the Workplace 20</td>
</tr>
<tr>
<td>TDT997</td>
<td>Apply Keyboard Skills 20</td>
</tr>
<tr>
<td>TDT1097</td>
<td>Use Electronic Data Interchange (EDI) to Transmit Shipping Documentation 10</td>
</tr>
<tr>
<td>TDTG197</td>
<td>Complete Routine Administrative Tasks 10</td>
</tr>
<tr>
<td>TDTI297</td>
<td>Provide Revenue Protection Services 20</td>
</tr>
<tr>
<td>TDTK197</td>
<td>Conduct Financial Transactions 20</td>
</tr>
<tr>
<td>TDTK397</td>
<td>Prepare &amp; Process Financial Documents 30</td>
</tr>
<tr>
<td>TDTK998</td>
<td>Conduct Courier Delivery Cash Transactions 10</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTB297</td>
<td>Carry out Maintenance of Vehicles D-\n</td>
</tr>
<tr>
<td>TDTB697</td>
<td>Carry out Inspection of Vehicles Designed to Carry Special Loads</td>
</tr>
<tr>
<td>TDTB1198</td>
<td>Set Up &amp; Rig Crane for Lift</td>
</tr>
<tr>
<td>TDTB1298</td>
<td>Plan, Job &amp; Set Up Work Area</td>
</tr>
<tr>
<td>TDTB1398</td>
<td>Maintain Mobile Cranes</td>
</tr>
<tr>
<td>TDTB1498</td>
<td>Load &amp; Unload Wheeled or Tracked Crane</td>
</tr>
<tr>
<td>TDTB1598</td>
<td>Undertake Site Inspection</td>
</tr>
<tr>
<td>TDTB1698</td>
<td>D-\n</td>
</tr>
<tr>
<td>TDTB1798</td>
<td>Assemble/Dismantle Boom or Jib</td>
</tr>
<tr>
<td>TDTC497</td>
<td>Drive Heavy Rigid Vehicles</td>
</tr>
<tr>
<td>TDTC597</td>
<td>Drive Heavy Combination Vehicles</td>
</tr>
<tr>
<td>TDTC797</td>
<td>Operate Vehicle Carrying Special Loads</td>
</tr>
<tr>
<td>TDTC897</td>
<td>Drive Coach/Buses</td>
</tr>
<tr>
<td>TDTC1097</td>
<td>Pilot or Escort Overseize / or Mass Loads</td>
</tr>
<tr>
<td>TDTC1197</td>
<td>Transport Passengers with Disabilities</td>
</tr>
<tr>
<td>TDTD197</td>
<td>Shift Materials Safely</td>
</tr>
<tr>
<td>TDTD1197</td>
<td>Conduct Advanced Forklift Operations</td>
</tr>
<tr>
<td>TDTD1597</td>
<td>Identify &amp; Classify Explosives &amp; Dangerous Goods</td>
</tr>
<tr>
<td>TDTD1497</td>
<td>Load &amp; Unload Explosives</td>
</tr>
<tr>
<td>TDTD2197</td>
<td>Prepare for the Transport of Dangerous Goods in Bulk</td>
</tr>
<tr>
<td>TDTD2298</td>
<td>Prepare for the Transport of Dangerous Goods</td>
</tr>
<tr>
<td>TDTD3198</td>
<td>Rig Load</td>
</tr>
<tr>
<td>TDTD3398</td>
<td>Operate a Vehicle Self Loading Crane</td>
</tr>
<tr>
<td>TDTD3498</td>
<td>Operate a Mobile Crane on a Demolition Site</td>
</tr>
<tr>
<td>TDTD3598</td>
<td>Operate a Boom Type Elevating Work Platform</td>
</tr>
<tr>
<td>TDTD3698</td>
<td>Lift &amp; Move Load using Mobile Crane up to &amp; including 20 Tonne</td>
</tr>
<tr>
<td>TDTD3798</td>
<td>Control Lift &amp; Movement of Crane</td>
</tr>
<tr>
<td>TDTD3898</td>
<td>Undertake Cash in Transit Loading &amp; Unloading in an Unsecured Environment</td>
</tr>
<tr>
<td>TDTI097</td>
<td>Use Pilot &amp; Escort Communication</td>
</tr>
<tr>
<td>TDTI1097</td>
<td>Estimate Furniture Removals Jobs</td>
</tr>
<tr>
<td>TDTI1298</td>
<td>Consolidate Manifest Documentation</td>
</tr>
<tr>
<td>TDTI1598</td>
<td>Undertake Rigger/ Dogger &amp; Driver Communications</td>
</tr>
<tr>
<td>TDTI1698</td>
<td>Estimate/Calculate Load Shifting Requirements</td>
</tr>
<tr>
<td>TDTI1978</td>
<td>Plan &amp; Navigate Routes</td>
</tr>
<tr>
<td>TDTI297</td>
<td>Lead Work Team or Group</td>
</tr>
<tr>
<td>TDTI2197</td>
<td>Provide Customer Service in Passenger Vehicles</td>
</tr>
<tr>
<td>TDTI2497</td>
<td>Manage Camping Procedures for Coaches &amp; Buses</td>
</tr>
<tr>
<td>TDTI2998</td>
<td>Provide on Board Services to Customers</td>
</tr>
<tr>
<td>TDTI397</td>
<td>Apply Quality Systems</td>
</tr>
<tr>
<td>TDTJ508</td>
<td>Sample, Inspect &amp; Test Products to Specifications</td>
</tr>
<tr>
<td>TDTL397</td>
<td>Conduct Induction Process</td>
</tr>
<tr>
<td>TDTM197</td>
<td>Prepare for Training (Category 1)</td>
</tr>
<tr>
<td>TDTM298</td>
<td>Deliver Training (Category 1) Shown in M1 Hours</td>
</tr>
<tr>
<td>TDTM397</td>
<td>Review Training (Category 1) Shown in M1 Hours</td>
</tr>
<tr>
<td>TDTN197</td>
<td>Conduct Assessment in Accordance with an Established Assessment Procedure</td>
</tr>
<tr>
<td>TDTO197</td>
<td>Conduct Safety &amp; Hazard Control Procedures for Transforming Dangerous/ Specialised Goods</td>
</tr>
<tr>
<td>TDTO298</td>
<td>Undertake Emergency Response Action</td>
</tr>
<tr>
<td>TDTO398</td>
<td>Implement Cash in Transit Security Equipment</td>
</tr>
<tr>
<td>TDTO498</td>
<td>Test &amp; Inspect Cash in Transit Security Incidents</td>
</tr>
<tr>
<td>TDTO598</td>
<td>Respond to Cash in Transit Security Incidents</td>
</tr>
<tr>
<td>TDTO698</td>
<td>Manage Disruptive / or Unlawful Behaviour</td>
</tr>
<tr>
<td>TDTO798</td>
<td>Maintain Financial records in a Small Business</td>
</tr>
<tr>
<td>TDTO898</td>
<td>Organise Freight Invoicing &amp; Payment</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTD197</td>
<td>Shift Materials Safely</td>
</tr>
<tr>
<td>TDTB197</td>
<td>Check &amp; Assess Operational Capability of Equipment</td>
</tr>
<tr>
<td>TDTB1198</td>
<td>Set Up &amp; Rig Crane for Lift</td>
</tr>
<tr>
<td>TDTB1298</td>
<td>Plan Job &amp; Set Up Work Area</td>
</tr>
</tbody>
</table>
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
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 Technology
MEM20198 Certificate II in Engineering-Production Technology
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
20019VIC 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.

Course Description

The 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 provides 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011ADC-1</td>
<td>Handling of Dangerous Goods</td>
<td>4</td>
</tr>
<tr>
<td>2011ADC-2</td>
<td>Safety Precautions</td>
<td>4</td>
</tr>
<tr>
<td>2011ADC-3</td>
<td>Road Transport Requirements</td>
<td>4</td>
</tr>
<tr>
<td>2011ADC-4</td>
<td>Transport Bulk Dangerous Goods</td>
<td>1.5</td>
</tr>
<tr>
<td>2011ADC-5</td>
<td>Transfer requirements for Bulk Dangerous Goods</td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC173</td>
<td>20</td>
</tr>
<tr>
<td>NBB01</td>
<td>40</td>
</tr>
<tr>
<td>NBB02</td>
<td>20</td>
</tr>
<tr>
<td>NBB05</td>
<td>20</td>
</tr>
<tr>
<td>NBB06</td>
<td>40</td>
</tr>
<tr>
<td>NBB07</td>
<td>40</td>
</tr>
<tr>
<td>NBB09</td>
<td>40</td>
</tr>
<tr>
<td>NBB12</td>
<td>40</td>
</tr>
<tr>
<td>NBB14</td>
<td>20</td>
</tr>
</tbody>
</table>

Compulsory Core Modules (equivalent to 7 full modules) and Elective Modules (equivalent to 3 full 40 hour modules)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC001</td>
<td>40</td>
</tr>
<tr>
<td>EPC005</td>
<td>40</td>
</tr>
<tr>
<td>EPC071</td>
<td>20</td>
</tr>
<tr>
<td>EPC072</td>
<td>40</td>
</tr>
<tr>
<td>EPC075</td>
<td>20</td>
</tr>
<tr>
<td>EPC085</td>
<td>40</td>
</tr>
<tr>
<td>EPC087</td>
<td>40</td>
</tr>
<tr>
<td>EPC118</td>
<td>40</td>
</tr>
<tr>
<td>EPC135</td>
<td>40</td>
</tr>
<tr>
<td>EPC174</td>
<td>20</td>
</tr>
<tr>
<td>EPC185</td>
<td>40</td>
</tr>
<tr>
<td>EPC186</td>
<td>40</td>
</tr>
<tr>
<td>EPC189</td>
<td>20</td>
</tr>
<tr>
<td>EPC190</td>
<td>40</td>
</tr>
<tr>
<td>EPC191</td>
<td>40</td>
</tr>
<tr>
<td>EPC194</td>
<td>40</td>
</tr>
<tr>
<td>NBB000</td>
<td>20</td>
</tr>
<tr>
<td>NBB003</td>
<td>20</td>
</tr>
<tr>
<td>NBB004</td>
<td>40</td>
</tr>
<tr>
<td>NBB008</td>
<td>40</td>
</tr>
<tr>
<td>NBB010</td>
<td>40</td>
</tr>
<tr>
<td>NBB011</td>
<td>40</td>
</tr>
<tr>
<td>NBB013</td>
<td>40</td>
</tr>
<tr>
<td>NBB015</td>
<td>40</td>
</tr>
<tr>
<td>NE01</td>
<td>40</td>
</tr>
<tr>
<td>NE03</td>
<td>40</td>
</tr>
<tr>
<td>NE14</td>
<td>40</td>
</tr>
<tr>
<td>NE20</td>
<td>20</td>
</tr>
<tr>
<td>NE23</td>
<td>20</td>
</tr>
<tr>
<td>NE31</td>
<td>20</td>
</tr>
<tr>
<td>NE125</td>
<td>40</td>
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<td>NE160</td>
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<td>NE104</td>
<td>20</td>
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<td>NF01</td>
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<td>NF03</td>
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</tr>
<tr>
<td>NF04</td>
<td>40</td>
</tr>
<tr>
<td>NF13</td>
<td>20</td>
</tr>
<tr>
<td>NF15</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Modules (equivalent to 3 full 40 hour modules)

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)

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

<table>
<thead>
<tr>
<th>Qualification Title</th>
<th>Minimum Points Required</th>
<th>Industrial C' Level Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM01098 Cert I in Engineering</td>
<td>16</td>
<td>C 13</td>
</tr>
<tr>
<td>MEM20198 Cert II in Eng-Prod</td>
<td>32</td>
<td>C 12</td>
</tr>
<tr>
<td>MEM20298 Cert II in Eng-Prod Tech</td>
<td>64</td>
<td>C 11</td>
</tr>
<tr>
<td>MEM30198 Cert III in Eng-Prod Sys</td>
<td>96</td>
<td>C 10</td>
</tr>
<tr>
<td>MEM30298 Cert III in Eng-Mech Trade</td>
<td>96</td>
<td>C 10</td>
</tr>
<tr>
<td>MEM30598 Cert III in Eng-Technician</td>
<td>Yr12+40</td>
<td>C 9</td>
</tr>
</tbody>
</table>
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.
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1F</td>
<td>Undertake Interactive Workplace Communication</td>
</tr>
<tr>
<td>MEM1.2F</td>
<td>Apply Principles of Occupational Health &amp; Safety in a Work Environment</td>
</tr>
<tr>
<td>MEM1.3F</td>
<td>Apply Quality Procedures</td>
</tr>
<tr>
<td>MEM1.4F</td>
<td>Plan to Undertake a Routine Task</td>
</tr>
</tbody>
</table>

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

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
MEM2.3C11 Operate in a Work Based Team Environment
MEM2.4C11 Assist in the Provision of On-the-Job Training
MEM2.5C11 Measure with Graduated Devices

Add C12 Core Points

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
MEM2.7C10 Perform Computations - Basic
MEM2.8C10 Perform Computations
MEM2.9C10 Perform Computer Operations

Add C12 & C11 Core Points

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
MEM2.11C5 Research & Prepare Presentations & Reports
MEM2.13C5 Perform Mathematical Computations
MEM2.14C5 Use Graphical Techniques & Perform Simple Statistical Computations
MEM2.15C5 Operate in an Autonomous Team Environment
MEM2.16C5 Interpret Quality Specifications & Manuals

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

<table>
<thead>
<tr>
<th>Foundation Unit</th>
<th>Points</th>
</tr>
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</table>

**Core Units**

MEM2.1C12 Apply Quality Systems
MEM2.2C11 Organise & Analyse Information
MEM2.3C11 Operate in a Work Based Team Environment
MEM2.4C11 Assist in the Provision of On-the-Job Training
MEM2.5C11 Measure with Graduated Devices
MEM2.6C10 Plan a Complete Activity
MEM2.7C10 Perform Computations - Basic

### Examples of Training Package Programs

Appropriate for a person working in Fitting and machining.

MEM30298 Certificate III in Engineering–Mechanical Trade Stream

<table>
<thead>
<tr>
<th>Foundation Unit</th>
<th>Points</th>
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<tr>
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**Core Units**

MEM2.1C12 Apply Quality Systems
MEM2.2C11 Organise & Analyse Information
MEM2.3C11 Operate in a Work Based Team Environment
MEM2.4C11 Assist in the Provision of On-the-Job Training
MEM2.5C11 Measure with Graduated Devices
MEM2.6C10 Plan a Complete Activity
MEM2.7C10 Perform Computations - Basic
Technical and Further Education
School of Further Education and Employment Services

MEM2.8C10 Perform Computations
Pre-requisites–2.7C10

MEM2.9C10 Perform Computer Operations
Pre-requisites–2.7C10, 2.8C10

Elective Units
MEM2.1C12 Apply Quality Systems
MEM2.12A Perform Routine M.A. &/or G.M.A.W.
MEM6.7A Operate Basic Heat/Quench, Temp & Anneal
MEM7.5A Perform General Machining
Pre-requisites–2.5C11, 9.2A, 18.1A
MEM7.6A Perform Lathe Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.7A Perform Milling Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.8A Perform Grinding Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.9A Perform Precision Jig Boring Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.10A Perform Tool & Cutter Grinding Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.11A Complex Milling Operations
Pre-requisites–2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A
MEM7.12A Complex Grinding Operations
Pre-requisites–7.5A, 9.2A, 12.3A, 18.1A
MEM7.21A Complex Lathe Operations
Pre-requisites–2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A

Prepare 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
MEM1.2F Apply Principles OH&S in a Work Environment
MEM1.3F Apply Quality Procedures
MEM1.4F Plan to Undertake a Routine Task

Core Units
Unit Code Points

MEM2.1C12 Apply Quality Systems
MEM2.2C11 Organise & Analyse Information
MEM2.3C11 Operate in a Work Based Team Environment
MEM2.4C11 Assist in the Provision of On-the-Job Training
MEM2.5C11 Measure with Graduated Devices
MEM2.6C10 Plan a Complete Activity
MEM2.7C10 Perform Computations-Basic
MEM2.8C10 Perform Computations
Pre-requisites–2.7C10
MEM2.9C10 Perform Computer Operations
MEM2.13C5 Perform Mathematical Computations
Pre-requisites–2.7C10, 2.8C10

Elective Units
MEM2.12A Perform Routine M.A. &/or G.M.A.W.
MEM7.5A Perform General Machining
Pre-requisites–2.5C11, 9.2A, 18.1A
MEM7.6A Perform Lathe Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.7A Perform Milling Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.8A Perform Grinding Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.9A Perform Precision Jig Boring Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.10A Perform Tool & Cutter Grinding Operations
Pre-requisites–7.5A, 9.2A, 18.1A
MEM7.11A Complex Milling Operations
Pre-requisites–2.13C5, 7.5A, 7.7A, 9.2A, 12.3A, 18.1A
MEM7.12A Complex Grinding Operations
Pre-requisites–7.5A, 9.2A, 12.3A, 18.1A
MEM7.21A Complex Lathe Operations
Pre-requisites–2.13C5, 7.5A, 7.6A, 9.2A, 12.3A, 18.1A

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

92
Course Structure

The course 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

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Industrial Maintenance Stream

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Toolmaking Stream

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Numerical Control Stream

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<tr>
<td>NM92</td>
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</tbody>
</table>

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]

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 Draughtsman 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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Common Modules</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EA002</td>
<td>Engineering Mathematics A</td>
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<tr>
<td>EA030</td>
<td>Workplace Communications</td>
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<tr>
<td>EA050</td>
<td>Engineering Computing</td>
<td>40</td>
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<tr>
<td>EA059</td>
<td>Statics</td>
<td>60</td>
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<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
<td>40</td>
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<tr>
<td>EA064</td>
<td>Computer Aided Drafting A</td>
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<tr>
<td>EA065</td>
<td>Computer Aided Drafting B</td>
<td>40</td>
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<tr>
<td>EA071</td>
<td>Planning/Estimating &amp; Costing</td>
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<tr>
<td>EA081</td>
<td>Civil Materials Concrete 1</td>
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<tr>
<td>EA084</td>
<td>Intro to Strength of Materials</td>
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<tr>
<td>EA065</td>
<td>Load Analysis</td>
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<tr>
<td>EA012</td>
<td>Drafting Reinforced Concrete 1</td>
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<tr>
<td>EA013</td>
<td>Drafting Roads 1</td>
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<td>EA015</td>
<td>Drafting Steelwork 1</td>
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<tr>
<td>EA020</td>
<td>Survey Measurement 2</td>
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<tr>
<td>EA054</td>
<td>Geoscience Geology</td>
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<tr>
<td>EA055</td>
<td>Hydraulics Mechanics</td>
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<tr>
<td>EA056</td>
<td>Intro to Road Engineering</td>
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<tr>
<td>EA060</td>
<td>Survey Calculations</td>
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<tr>
<td>EA061</td>
<td>Survey Measurement 1</td>
<td>40</td>
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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    |
| EA083  | Civil Materials, Soils A | 20    |
| EA010  | Drafting Pipelines | 40    |
| EA014  | Drafting Roads 2 | 40    |
| EA050  | Civil Construction Techniques A | 20 |
| EA068  | Traffic Control | 40    |
| EA051  | Civil Construction Techniques B | 20 |
| EE051  | Environmental Engineering | 40    |
| EB054  | Storm Water Drainage | 40    |
| EA057  | Pipe & Channel Flow | 20    |
| EA058  | Site Investigation | 20    |
| EE058  | Waste Water Engineering | 40    |
| EB059  | Water Engineering | 40    |
| EE060  | Geometric Road Design | 40    |
| EB061  | Minor Civil Engineering Projects A | 20 |
| EB062  | Minor Civil Engineering Projects B | 20 |
| EB063  | Minor Civil Engineering Projects C | 20 |
| EB064  | Minor Civil Engineering Projects D | 20 |
| EB066  | Pavement Design | 40    |
| EB068  | Municipal Design | 40    |
| EB070  | Engineering Surveying | 40    |
| EB071  | Project Management | 40    |
| EB078  | 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: 2002020VICM Advanced Diploma
Course Code: 2001920VICM 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.

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<tr>
<th>Basic Modules Recommended (Manufacturing and Mechanical)</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EA000 Basic Statistics</td>
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<tr>
<td>EA002 Engineering Maths A</td>
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<td>EA003 Engineering Maths B</td>
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<tr>
<td>EA010 Materials Science</td>
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<td>EA011 Science</td>
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<td>EA027 Presenting Reports</td>
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<tr>
<td>EA030 Workteam Communications</td>
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<tr>
<td>EA032 Writing Technical Documents</td>
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<tr>
<td>EA050 Engineering Computing</td>
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<tr>
<td>EA060 Engineering Design Concepts</td>
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<tr>
<td>EA061 Engineering Graphics</td>
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<td>EA070 Engineering Organisations</td>
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<td>EA080 Engineering Measurement</td>
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<tr>
<td>EA056 Gauge Design Concepts</td>
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<tr>
<td>EA071 Engineering Drawing (Detail)</td>
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<td>EA710 Dimensional Metrology</td>
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<td>EA741 Workshop Processes (Machine Shop)</td>
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<td>EA775 Introduction to Metrology</td>
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<td>EA790 Manufacturing Processes</td>
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Computer Numerical Control (CNC)

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Computer-Aided Manufacturing (CAM)

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CAD/CAM Stage 1

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CAD/CAM Stage 2

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Computer-Aided Drafting (CAD) Stage 1

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Computer-Aided Drafting (CAD) Stage 2

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Robotics

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Dimensional Metrology

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Mechanical Modules


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Fluid Power

<table>
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<td>EA904</td>
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<td>NM62</td>
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<td>NM63</td>
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</tr>
</tbody>
</table>

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 Modules (Maximum of 240 hours in this group)

Module Code  Hours
ED012  Applied Mechanics 3A  60
ED013  Applied Mechanics 3B  60
ED014  CADD Systems Engineering  60
ED001  Computer Aided Process Planning (CAPP)  80
ED006  Design 3D Prod & Mech Plant  80
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
VAC375  Fabrication Methods 1A  20
VAD292  Integrated Traffic  40
VAE671  Photogrammetry 2A B  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
VAG305  Urban Road Design  40

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

Module Code  Hours
EA501  Production Planning & Control Main Function  20
EB031  Quality Management  40
EB040  Quality Control & Computing  40
EB041  Quality Manual Development Writing  40
EB060  Managing CAD Systems  40
EB070  Engineering Management  40
EB072  Critical Path & Project Analysis  40
Module descriptors are listed by ETTE code under the Module Details section of this Handbook.

Contact Department for details on Mechatronics stream.

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

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
<table>
<thead>
<tr>
<th>University/ETTE Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD725 Atomic Structure</td>
<td>50</td>
</tr>
<tr>
<td>VBD726 Solution Chemistry &amp; Stoichiometry</td>
<td>40</td>
</tr>
<tr>
<td>VBD727 Organic Chemistry &amp; Properties of Materials</td>
<td>20</td>
</tr>
<tr>
<td>VBD728 Ionic Theory</td>
<td>50</td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD725 Atomic Structure</td>
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</tr>
<tr>
<td>VBD726 Solution Chemistry &amp; Stoichiometry</td>
<td>40</td>
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<tr>
<td>VBD727 Organic Chemistry &amp; Properties of Materials</td>
<td>20</td>
</tr>
<tr>
<td>VBD728 Ionic Theory</td>
<td>50</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>RUVVEN201A</td>
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<tr>
<td>RUVVEN202A</td>
<td>20</td>
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<tr>
<td>RUVVEN203A</td>
<td>20</td>
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<tr>
<td>RUVVEN204A</td>
<td>20</td>
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<tr>
<td>RUVVEN205A</td>
<td>20</td>
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<tr>
<td>RUVVEN206A</td>
<td>20</td>
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<td>RUVVEN207A</td>
<td>20</td>
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<tr>
<td>RUVVEN208A</td>
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</tbody>
</table>

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:

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<tr>
<th>Module Code</th>
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<tbody>
<tr>
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<td>AAA601</td>
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<td>AAA630</td>
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<td>AAA668</td>
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<td>NCS903</td>
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<td>SB04</td>
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<tr>
<td>SB05</td>
<td>10</td>
</tr>
<tr>
<td>VAD065</td>
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<tr>
<td>VAF553</td>
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<tr>
<td>VBA228</td>
<td>20</td>
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Elective Modules
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<td>VBA232</td>
<td>10</td>
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<td>VBA233</td>
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</table>

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.

<table>
<thead>
<tr>
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<th>Module Title</th>
<th>Hours</th>
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</thead>
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<tr>
<td>AAA600</td>
<td>Science Industry Orientation</td>
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</tr>
<tr>
<td>AAA601</td>
<td>Work Placement B</td>
<td>50</td>
</tr>
<tr>
<td>AAA603</td>
<td>Occupational Health &amp; Safety</td>
<td>50</td>
</tr>
<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
<td>25</td>
</tr>
<tr>
<td>AAA641</td>
<td>Laboratory Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>AAA650</td>
<td>Laboratory Animal Husbandry</td>
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</tr>
<tr>
<td>AAA651</td>
<td>Farm Animal Husbandry</td>
<td>40</td>
</tr>
<tr>
<td>AAA652</td>
<td>Companion Animal Husbandry</td>
<td>40</td>
</tr>
<tr>
<td>AAA653</td>
<td>Animal Facility Operations &amp; Hygiene</td>
<td>40</td>
</tr>
<tr>
<td>AAA654</td>
<td>Animal Ethics &amp; Welfare</td>
<td>25</td>
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<tr>
<td>AAA655</td>
<td>Practical Animal Breeding</td>
<td>40</td>
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<tr>
<td>AAA656</td>
<td>Animal Laboratory Techniques</td>
<td>40</td>
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<tr>
<td>AAA657</td>
<td>Animal Health</td>
<td>40</td>
</tr>
<tr>
<td>AAA702</td>
<td>Biological Techniques B</td>
<td>50</td>
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<tr>
<td>AAA709</td>
<td>Anatomy &amp; Physiology I</td>
<td>45</td>
</tr>
<tr>
<td>AAA710</td>
<td>Anatomy &amp; Physiology II</td>
<td>45</td>
</tr>
<tr>
<td>AAA751</td>
<td>Chemical Principles</td>
<td>50</td>
</tr>
<tr>
<td>AAA752</td>
<td>Chemical Laboratory Techniques</td>
<td>50</td>
</tr>
<tr>
<td>NCS006</td>
<td>Writing Workplace Documents</td>
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</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
<td>20</td>
</tr>
</tbody>
</table>

Total Course Duration: 750

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.

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Technical and Further Education  
School of Further Education and Employment Services
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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUVVEN201A</td>
<td>Carry out reception duties</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN202A</td>
<td>Carry out daily clinic routines</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN203A</td>
<td>Carry out surgery preparations</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN204A</td>
<td>Follow occupational health &amp; safety procedures</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN205A</td>
<td>Use hazardous substances safely</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN206A</td>
<td>Communicate in the workplace</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN207A</td>
<td>Act to minimize emergencies &amp; respond to a variety of situations</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN208A</td>
<td>Plan daily work routines</td>
<td>12</td>
</tr>
<tr>
<td>RUVVEN301A</td>
<td>Carry out patient admission &amp; discharge</td>
<td>40</td>
</tr>
<tr>
<td>RUVVEN302A</td>
<td>Apply radiographic routines</td>
<td>30</td>
</tr>
<tr>
<td>RUVVEN303A</td>
<td>Apply clinic pathology support procedures</td>
<td>15</td>
</tr>
<tr>
<td>RUVVEN304A</td>
<td>Provide clinic &amp; administration support</td>
<td>10</td>
</tr>
<tr>
<td>RUVVEN305A</td>
<td>Carry out surgical nursing routines</td>
<td>40</td>
</tr>
<tr>
<td>RUVVEN306A</td>
<td>Provide animal care</td>
<td>65</td>
</tr>
<tr>
<td>RUVVEN307A</td>
<td>Apply specific clinic routines</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN401A</td>
<td>Apply haematology &amp; blood chemistry tests, radiography &amp; other test procedures</td>
<td>30</td>
</tr>
<tr>
<td>RUVVEN402A</td>
<td>Coordinate theatre routines</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN403A</td>
<td>Carry out nursing procedures for Routine surgery</td>
<td>30</td>
</tr>
<tr>
<td>RUVVEN404A</td>
<td>Implement clinic office routines</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN405A</td>
<td>Provide specific animal care advice</td>
<td>70</td>
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</tbody>
</table>
Course Structure

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ABD 560</td>
<td>Occupational Hygiene</td>
<td>40</td>
</tr>
<tr>
<td>ABD 561</td>
<td>Occupational Health &amp; Safety Management Systems</td>
<td>40</td>
</tr>
<tr>
<td>ABD 562</td>
<td>Risk Management</td>
<td>40</td>
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<tr>
<td>ABD 563</td>
<td>Management of Hazardous Substances</td>
<td>30</td>
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<tr>
<td>ABD 564</td>
<td>Action Research Project</td>
<td>40</td>
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<tr>
<td>ABD 565</td>
<td>Industrial Placement</td>
<td>100</td>
</tr>
<tr>
<td>ABD 566</td>
<td>Rehabilitation &amp; Workers Compensation</td>
<td>40</td>
</tr>
<tr>
<td>ABD 567</td>
<td>Workplace Health &amp; Safety Programs (elective)</td>
<td>40</td>
</tr>
<tr>
<td>ABD 568</td>
<td>Ergonomics (elective)</td>
<td>40</td>
</tr>
<tr>
<td>NBB05</td>
<td>Quality Concepts (elective)</td>
<td>20</td>
</tr>
<tr>
<td>VBD431</td>
<td>Workplace Training (Category 1) (elective)</td>
<td></td>
</tr>
</tbody>
</table>

Total Core Hours: 290
Total Electives Hours: 100
Total Course Duration: 390

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 O H&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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
<td>25</td>
</tr>
<tr>
<td>AAA640</td>
<td>Introductory Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>NCS001</td>
<td>Workplace Communication</td>
<td>40</td>
</tr>
<tr>
<td>VBA334</td>
<td>Student Induction</td>
<td>6</td>
</tr>
<tr>
<td>VBA335</td>
<td>Hospital Computing</td>
<td>10</td>
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<tr>
<td>VBA336</td>
<td>Occupational Health &amp; Safety</td>
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</table>

Health Industry Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>AAA709</td>
<td>Anatomy &amp; Physiology I</td>
<td>45</td>
</tr>
<tr>
<td>AAA710</td>
<td>Anatomy &amp; Physiology II</td>
<td>45</td>
</tr>
<tr>
<td>VBA337</td>
<td>Hospital Environment</td>
<td>20</td>
</tr>
<tr>
<td>VBA338</td>
<td>Medical Terminology</td>
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</tbody>
</table>

Hospital Pharmacy Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA339</td>
<td>Basic Pharmaceutics &amp; Pharmacology</td>
<td>20</td>
</tr>
<tr>
<td>VBA340</td>
<td>Laws, Regulations &amp; Ethics</td>
<td>10</td>
</tr>
<tr>
<td>VBA341</td>
<td>Stock Control &amp; Impresting</td>
<td>40</td>
</tr>
<tr>
<td>VBA342</td>
<td>Non-Sterile Manufacturing</td>
<td>30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA600</td>
<td>Science Industry Orientation</td>
<td>20</td>
</tr>
<tr>
<td>AAA610</td>
<td>Introductory Physics</td>
<td>50</td>
</tr>
<tr>
<td>AAA640</td>
<td>Introductory Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>AAA712</td>
<td>General Microbiology</td>
<td>60</td>
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<tr>
<td>AAA750</td>
<td>Introductory Chemistry</td>
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</tr>
<tr>
<td>AAA752</td>
<td>Chemical Laboratory Techniques</td>
<td>50</td>
</tr>
<tr>
<td>AAA807</td>
<td>Waste Management</td>
<td>40</td>
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<tr>
<td>ABD 569</td>
<td>Occupational Health &amp; Safety in the Food/ Dairy Industry</td>
<td>40</td>
</tr>
<tr>
<td>NO S22</td>
<td>Wordprocessing Introduction</td>
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</tr>
<tr>
<td>VBF163</td>
<td>Principles of ISO Accreditation &amp; Quality Audit</td>
<td>12</td>
</tr>
<tr>
<td>VBF164</td>
<td>Food Packaging</td>
<td>36</td>
</tr>
<tr>
<td>VBF166</td>
<td>Food Biology</td>
<td>30</td>
</tr>
<tr>
<td>VBF168</td>
<td>Introduction to Quality Management</td>
<td>12</td>
</tr>
<tr>
<td>VBF195</td>
<td>Introduction to Sensory Analysis</td>
<td>12</td>
</tr>
<tr>
<td>VBF196</td>
<td>Hygiene &amp; Sanitation</td>
<td>12</td>
</tr>
<tr>
<td>VBF197</td>
<td>Principles of HACCP</td>
<td>12</td>
</tr>
<tr>
<td>VBF198</td>
<td>Introduction to Food Technology</td>
<td>12</td>
</tr>
<tr>
<td>VBF199</td>
<td>Principles of Food Spoilage &amp; Control</td>
<td>12</td>
</tr>
<tr>
<td>VBF200</td>
<td>Unit Operations</td>
<td>12</td>
</tr>
<tr>
<td>VBF201</td>
<td>Low Temperature Preservation</td>
<td>12</td>
</tr>
<tr>
<td>VBF207</td>
<td>High Temperature Preservation</td>
<td>12</td>
</tr>
<tr>
<td>VBF208</td>
<td>Fermentation/ Concentration/ Drying</td>
<td>12</td>
</tr>
</tbody>
</table>

Elective Modules

Choose an equivalent of 40 hours from the following modules:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NG MS 101</td>
<td>Managing Information</td>
<td>20</td>
</tr>
<tr>
<td>NG MS 102</td>
<td>Managing Operations- Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>NG MS 103</td>
<td>Managing Operations- Productivity</td>
<td>20</td>
</tr>
<tr>
<td>NG MS 104</td>
<td>Managing Operation- Innovation</td>
<td>20</td>
</tr>
<tr>
<td>NG MS 105</td>
<td>Managing Operations- Change</td>
<td>40</td>
</tr>
<tr>
<td>NG MS 106</td>
<td>Managing Effective Working Relationships</td>
<td>40</td>
</tr>
<tr>
<td>NG MS 107</td>
<td>Managing &amp; Developing Team</td>
<td>40</td>
</tr>
<tr>
<td>NG MS 108</td>
<td>Managing &amp; Organising Work for Goal Achievement</td>
<td>40</td>
</tr>
</tbody>
</table>
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 I 36
VBF188 Process Control 40

Specialised Modules
VBF169 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

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, applicants must have successfully completed Certificate III in Transport & Distribution (Warehousing) or its 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)

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 Structure
The structure of the course is as follows:
- Determined by the student in consultation with the Course Coordinator, the student and (where applicable) the Industry sponsors.

Core Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA2297A</td>
<td>20</td>
</tr>
<tr>
<td>TDTA2597B</td>
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</tr>
<tr>
<td>TDTA2898A</td>
<td>20</td>
</tr>
<tr>
<td>TDTA3098A</td>
<td>20</td>
</tr>
<tr>
<td>TDTA3397A</td>
<td>20</td>
</tr>
<tr>
<td>TDTA3498A</td>
<td>20</td>
</tr>
<tr>
<td>TDTA3598A</td>
<td>20</td>
</tr>
<tr>
<td>TDTA3698A</td>
<td>20</td>
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<tr>
<td>TDTA3798A</td>
<td>20</td>
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<td>TDTA3898A</td>
<td>20</td>
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<tr>
<td>TDTA3998A</td>
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</table>

Generic Modules (optional)

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<th>Module Code</th>
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<tr>
<td>AAA601</td>
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<tr>
<td>AAA702</td>
<td>50</td>
</tr>
<tr>
<td>AAA756</td>
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<td>AAA757</td>
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<td>AAA805</td>
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</tr>
<tr>
<td>NOS215</td>
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</tr>
<tr>
<td>NOS216</td>
<td>20</td>
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<tr>
<td>VBD382</td>
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<td>VBF167</td>
<td>36</td>
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<tr>
<td>VBF188</td>
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</table>

Specialised Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF169</td>
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<tr>
<td>VBF170</td>
<td>18</td>
</tr>
<tr>
<td>VBF171</td>
<td>18</td>
</tr>
<tr>
<td>VBF172</td>
<td>18</td>
</tr>
<tr>
<td>VBF173</td>
<td>18</td>
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<td>VBF174</td>
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<td>VBF179</td>
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<tr>
<td>VBF180</td>
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</tbody>
</table>

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

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:
- Any other state or nationally accredited training package at Australian Qualifications Framework Level 4.

Certificate III in Laboratory Skills

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>70</td>
</tr>
<tr>
<td>PMLMAIN300A</td>
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</tr>
<tr>
<td>PMLOHS300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLORG300A</td>
<td>20</td>
</tr>
<tr>
<td>PMLQAUL300A</td>
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</tr>
<tr>
<td>PMLTEAM300A</td>
<td>20</td>
</tr>
<tr>
<td>PMLTEST302A</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA300A</td>
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</tr>
<tr>
<td>PMLMAIN300A</td>
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</tr>
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<td>PMLOHS300A</td>
<td>40</td>
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<tr>
<td>PMLORG300A</td>
<td>20</td>
</tr>
<tr>
<td>PMLQAUL300A</td>
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<td>PMLTEAM300A</td>
<td>20</td>
</tr>
<tr>
<td>PMLTEST302A</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Modules

(i) Four elective unit selected by the student, with the approval of the Head of Department, from:
- PMLTEST300A | 60 |
- PMLTEST301A | 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA300A</td>
<td>70</td>
</tr>
<tr>
<td>PMLMA1N300A</td>
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<tr>
<td>PMLOHS300A</td>
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<td>PMLOG300A</td>
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<td>PMLQUAL401A</td>
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<td>PMLTEAM300A</td>
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<tr>
<td>PMLTEST401A</td>
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<td>PMLTEST402A</td>
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<tr>
<td>PMLTEST500A</td>
<td>100</td>
</tr>
<tr>
<td>PMLQUAL401A</td>
<td>80</td>
</tr>
<tr>
<td>PMLQUAL401A</td>
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</table>

Elective Modules

Four elective units selected by the student, with the approval of the Head of Department, from:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCO M500A</td>
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<tr>
<td>PMLDATA500A</td>
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<tr>
<td>PMLQUAL500A</td>
<td>40</td>
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<tr>
<td>PMLTEST501A</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST502A</td>
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<tr>
<td>PMLTEST503A</td>
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</tr>
<tr>
<td>PMLTEST504A</td>
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<tr>
<td>PMLTEST505A</td>
<td>100</td>
</tr>
<tr>
<td>PMLTEST506A</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLDATA300A</td>
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<tr>
<td>PMLMA1N300A</td>
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<td>PMLOHS300A</td>
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</table>

Elective Modules

One elective unit selected by the student, with the approval of the Head of Department, from:

<table>
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Two elective units, selected from the foregoing lists, or 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

<table>
<thead>
<tr>
<th>Module Code</th>
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</table>

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

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<tbody>
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</table>

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

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Elective Modules
Elective units are selected by the student with the approval of the Head of Department.
Elective Modules

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

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Nursery Sector Stream

- RUHHRT201: Treat Weeds
- RUHHRT202: Treat Pests & Disease
- RUHHRT203: Plant Trees & Shrubs
- RUHHRT204: Communicate in the Workplace
- RUHHRT206: Operate Tractors
- RUHHRT207: Operate Equipment & Machinery
- RUHHRT212: Apply Chemicals & Biological Agents
- RUHHRT216: Maintain Supplies of Chemicals & Biological Agents
- RUHHRT227: Recognise plants, products & Treatments

Production Sector Stream

- RUHHRT201: Treat Weeds
- RUHHRT202: Treat Pests & Disease
- RUHHRT203: Plant Trees & Shrubs
- RUHHRT204: Communicate in the Workplace
- RUHHRT206: Operate Tractors
- RUHHRT207: Operate Equipment & Machinery
- RUHHRT212: Apply Chemicals & Biological Agents
- RUHHRT216: Maintain Supplies of Chemicals & Biological Agents
RUHHRT217 Maintain Properties & Structures 22
RUHHRT218 Establish Crops 22
RUHHRT219 Maintain Crops 22
RUHHRT220 Support Crop Harvesting 22
RUHHRT221 Carry Out Post-harvest Treatments 22
RUHHRT222 Undertake Propagation Activities 22
RUHHRT226 Undertake Irrigation Systems Maintenance Activities 22
RUHHRT223 Carry Out Canopy Management 22

Arboriculture Sector Stream
RUHHRT202 Treat Pests & Disease 22
RUHHRT203 Plant Trees & Shrubs 22
RUHHRT204 Communicate in the Workplace 22
RUHHRT206 Operate Tractors 22
RUHHRT207 Operate Equipment & Machinery 22
RUHHRT208 Prune Shrubs & Small Trees 22
RUHHRT209 Perform Above Ground Pruning 22
RUHHRT210 Provide Arboriculture Support 22
RUHHRT211 Treat Trees for a Range of Problems 22
RUHHRT212 Apply Chemicals & Biological Agents 22
RUHHRT213 Fell Small Trees 22
RUHHRT214 Transplant Small Trees 22
RUHHRT215 Protect Trees 22
RUHHRT216 Maintain Supplies of Chemicals & Biological Agents 22
RUHHRT217 Maintain Properties & Structures 22
RUHHRT218 Establish Crops 22
RUHHRT219 Maintain Crops 22
RUHHRT220 Support Crop Harvesting 22
RUHHRT221 Carry Out Post-harvest Treatments 22
RUHHRT222 Undertake Propagation Activities 22
RUHHRT226 Undertake Irrigation Systems Maintenance Activities 22
RUHHRT223 Carry Out Canopy Management 22

Floriculture Sector Stream
RUHHRT201 Treat Weeds 22
RUHHRT202 Treat Pests & Disease 22
RUHHRT203 Plant Trees & Shrubs 22
RUHHRT204 Communicate in the Workplace 22
RUHHRT206 Operate Tractors 22
RUHHRT207 Operate Equipment & Machinery 22
RUHHRT208 Prune Shrubs & Small Trees 22
RUHHRT209 Perform Above Ground Pruning 22
RUHHRT210 Provide Arboriculture Support 22
RUHHRT211 Treat Trees for a Range of Problems 22
RUHHRT212 Apply Chemicals & Biological Agents 22
RUHHRT213 Fell Small Trees 22
RUHHRT214 Transplant Small Trees 22
RUHHRT215 Protect Trees 22
RUHHRT216 Maintain Supplies of Chemicals & Biological Agents 22
RUHHRT217 Maintain Properties & Structures 22
RUHHRT218 Establish Crops 22
RUHHRT219 Maintain Crops 22
RUHHRT220 Support Crop Harvesting 22
RUHHRT221 Carry Out Post-harvest Treatments 22
RUHHRT222 Undertake Propagation Activities 22
RUHHRT226 Undertake Irrigation Systems Maintenance Activities 22
RUHHRT223 Carry Out Canopy Management 22

Landscape Sector Stream
RUHHRT201 Treat Weeds 22
RUHHRT202 Treat Pests & Disease 22
RUHHRT203 Plant Trees & Shrubs 22
RUHHRT204 Communicate in the Workplace 22
RUHHRT206 Operate Tractors 22
RUHHRT207 Operate Equipment & Machinery 22
RUHHRT208 Prune Shrubs & Small Trees 22
RUHHRT209 Perform Above Ground Pruning 22
RUHHRT210 Provide Arboriculture Support 22
RUHHRT211 Treat Trees for a Range of Problems 22
RUHHRT212 Apply Chemicals & Biological Agents 22
RUHHRT213 Fell Small Trees 22
RUHHRT214 Transplant Small Trees 22
RUHHRT215 Protect Trees 22
RUHHRT216 Maintain Supplies of Chemicals & Biological Agents 22
RUHHRT217 Maintain Properties & Structures 22
RUHHRT218 Establish Crops 22
RUHHRT219 Maintain Crops 22
RUHHRT220 Support Crop Harvesting 22
RUHHRT221 Carry Out Post-harvest Treatments 22
RUHHRT222 Undertake Propagation Activities 22
RUHHRT226 Undertake Irrigation Systems Maintenance Activities 22
RUHHRT223 Carry Out Canopy Management 22

Turf Management Sector Stream
RUHHRT201 Treat Weeds 22
RUHHRT202 Treat Pests & Disease 22
RUHHRT203 Plant Trees & Shrubs 22
RUHHRT204 Communicate in the Workplace 22
RUHHRT206 Operate Tractors 22
RUHHRT207 Operate Equipment & Machinery 22
RUHHRT208 Prune Shrubs & Small Trees 22
RUHHRT209 Perform Above Ground Pruning 22
RUHHRT210 Provide Arboriculture Support 22
RUHHRT211 Treat Trees for a Range of Problems 22
RUHHRT212 Apply Chemicals & Biological Agents 22
RUHHRT213 Fell Small Trees 22
RUHHRT214 Transplant Small Trees 22
RUHHRT215 Protect Trees 22
RUHHRT216 Maintain Supplies of Chemicals & Biological Agents 22
RUHHRT217 Maintain Properties & Structures 22
RUHHRT218 Establish Crops 22
RUHHRT219 Maintain Crops 22
RUHHRT220 Support Crop Harvesting 22
RUHHRT221 Carry Out Post-harvest Treatments 22
RUHHRT222 Undertake Propagation Activities 22
RUHHRT226 Undertake Irrigation Systems Maintenance Activities 22
RUHHRT223 Carry Out Canopy Management 22

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.

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**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 one year's equivalent full-time study, or be of mature age and assessed by the school as being capable of successfully completing the course.

**Course Duration**

This course is 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

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<th>Module Code</th>
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<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
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</tr>
<tr>
<td>AAA631</td>
<td>Scientific Spreadsheet Applications</td>
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<tr>
<td>AAA604</td>
<td>Practical Project</td>
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<tr>
<td>AAA632</td>
<td>Scientific Database Applications</td>
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<tr>
<td>AAA722</td>
<td>Plant Identification</td>
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<tr>
<td>AAA724</td>
<td>Ecological Principles</td>
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<td>NCS005</td>
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<tr>
<td>NCS006</td>
<td>Dealing with Conflict</td>
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<td>NCS009</td>
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<td>NCS015</td>
<td>Present Reports</td>
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<td>NCS018</td>
<td>Dealing with Customers &amp; Clients</td>
<td>20</td>
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<tr>
<td>NGMS113</td>
<td>Managing Finance–Setting &amp; Achieving Budgets</td>
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<td>VBB335</td>
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<tr>
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<td>Biology</td>
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<td>Coastal &amp; Catchment Aquatic Management</td>
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<td>VBB341</td>
<td>Resource Assessment</td>
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<tr>
<td>VBB342</td>
<td>Resource Management Planning</td>
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<td>VBB343</td>
<td>Natural Resources Mapping Systems</td>
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### Elective Modules

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<td>AAA642</td>
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<td>AAA728</td>
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<td>AAA751</td>
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<tr>
<td>NGMS108</td>
<td>Managing &amp; Organising Work for Goal Achievement</td>
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<tr>
<td>VBB334</td>
<td>Advanced Mapping Systems</td>
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<td>VBB345</td>
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<tr>
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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.
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 Bellpark 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 (LOTÉ) 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 Melbourne 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 Connections 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; DEWR/S 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.

N & Cok
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

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)
VBC850 Reading & Writing I 80
VBC854 Oral Communications I 80
VBC858 Numeracy & Mathematics I 80
VBC862 General Curriculum Options I 80
VBC865 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)
VBC863 Reading & Writing IV 80
VBC867 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 tests, 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.

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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH722 Career Planning</td>
<td>40</td>
</tr>
<tr>
<td>VBH723 Industry Familiarisation</td>
<td>40</td>
</tr>
<tr>
<td>VBH724 Workplace Skills</td>
<td>40</td>
</tr>
</tbody>
</table>
**Technical and Further Education**

**School of Further Education and Employment Services**

**113 Stream Units (students select one stream)**

**Warehousing Stream**
- TDTD197 Shift Material Safely 20
- TDTD297 Use Manual Handling Equipment 20

**Driving Stream**
- TDTI297 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) 15500VIC 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**
- 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

**Diploma of Further Education**

**Core Modules**
- 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). ~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**
- V8K 156 Induction 10
- V8K 157 Individual Vocational Plan 80
- V8K 158 Interpersonal Communication Skills 30

113
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Program Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>21124VIC</td>
<td>Diploma of Arts (Small Companies &amp; Community Theatre)</td>
<td></td>
</tr>
<tr>
<td>2124VIC</td>
<td>Diploma of Arts (Professional Writing &amp; Editing)</td>
<td></td>
</tr>
<tr>
<td>21123VIC</td>
<td>Certificate IV in Professional Writing &amp; Editing</td>
<td></td>
</tr>
<tr>
<td>2100KFM</td>
<td>Access Program – Women</td>
<td></td>
</tr>
<tr>
<td>22100HZB</td>
<td>Science for Nurses [Gateway to Nursing &amp; the Health Sciences]</td>
<td></td>
</tr>
<tr>
<td>2200LZO</td>
<td>Preparation for Tertiary Studies (Arts)</td>
<td></td>
</tr>
<tr>
<td>14378VIC</td>
<td>Certificate I in ESL Access</td>
<td></td>
</tr>
<tr>
<td>14379VIC</td>
<td>Certificate II in ESL Access</td>
<td></td>
</tr>
<tr>
<td>2112AFC</td>
<td>Certificate I in General Education for Adults (Foundation)</td>
<td></td>
</tr>
<tr>
<td>2212AKC</td>
<td>Certificate II in General Education for Adults</td>
<td></td>
</tr>
<tr>
<td>2212ALC</td>
<td>Certificate II in General Education for Adults</td>
<td></td>
</tr>
<tr>
<td>2503ANC</td>
<td>Diploma of Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>2403AGC</td>
<td>Certificate IV in Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>2200LZV</td>
<td>Adult Victorian Certificate of Education (VCE)</td>
<td></td>
</tr>
</tbody>
</table>

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 statewide 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFMI503A</td>
<td>Establish &amp; Manage Effective Workplace Relationships</td>
<td>60</td>
</tr>
<tr>
<td>CUESET5A</td>
<td>Assist in Making Sets</td>
<td>65</td>
</tr>
<tr>
<td>CUESMT5A</td>
<td>Manage the Performance</td>
<td>120</td>
</tr>
<tr>
<td>CUETGE1A</td>
<td>Plan &amp; Manage Events</td>
<td>100</td>
</tr>
<tr>
<td>CUETGE1A</td>
<td>Undertake Simple Lighting/ Sound/ Audio Visual Activities</td>
<td>60</td>
</tr>
<tr>
<td>VBJ300</td>
<td>Acting 1</td>
<td>75</td>
</tr>
<tr>
<td>VBJ301</td>
<td>Voice 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ302</td>
<td>Movement 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ303</td>
<td>Improvisation 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ306</td>
<td>Script Writing</td>
<td>50</td>
</tr>
<tr>
<td>VBJ308</td>
<td>Circus Skills</td>
<td>50</td>
</tr>
<tr>
<td>VBJ310</td>
<td>Puppetry</td>
<td>50</td>
</tr>
<tr>
<td>VBJ311</td>
<td>Acting 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ313</td>
<td>Movement 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ314</td>
<td>Improvisation 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ316</td>
<td>Music in Performance</td>
<td>50</td>
</tr>
<tr>
<td>BSXFMI503A</td>
<td>Establish &amp; Manage Effective Workplace Relationships</td>
<td>60</td>
</tr>
<tr>
<td>CUESET5A</td>
<td>Assist in Making Sets</td>
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<td>CUESMT5A</td>
<td>Manage the Performance</td>
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<tr>
<td>CUETGE1A</td>
<td>Plan &amp; Manage Events</td>
<td>100</td>
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<tr>
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<tr>
<td>VBJ300</td>
<td>Acting 1</td>
<td>75</td>
</tr>
<tr>
<td>VBJ301</td>
<td>Voice 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ302</td>
<td>Movement 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ303</td>
<td>Improvisation 1</td>
<td>50</td>
</tr>
<tr>
<td>VBJ306</td>
<td>Script Writing</td>
<td>50</td>
</tr>
<tr>
<td>VBJ311</td>
<td>Acting 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ312</td>
<td>Voice 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ313</td>
<td>Movement 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ314</td>
<td>Improvisation 2</td>
<td>50</td>
</tr>
<tr>
<td>VBJ316</td>
<td>Music in Performance</td>
<td>50</td>
</tr>
<tr>
<td>BSXFMI503A</td>
<td>Establish &amp; Manage Effective Workplace Relationships</td>
<td>60</td>
</tr>
<tr>
<td>BSXFMI506A</td>
<td>Manage Workplace Information</td>
<td>60</td>
</tr>
<tr>
<td>CUECO2A</td>
<td>Work with Others</td>
<td>15</td>
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<tr>
<td>CUETGE1A</td>
<td>Plan &amp; Manage Events</td>
<td>100</td>
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<tr>
<td>CUEIN1A</td>
<td>Apply Organisation &amp; Industry Knowledge</td>
<td>10</td>
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<tr>
<td>CUELGT1A</td>
<td>Operate Lighting</td>
<td>50</td>
</tr>
<tr>
<td>CUEMAR3A</td>
<td>Undertaking Marketing Activities</td>
<td>40</td>
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<tr>
<td>CUESMT2A</td>
<td>Prepare for Rehearsal</td>
<td>140</td>
</tr>
<tr>
<td>CUESMT3A</td>
<td>Co-ordinate Rehearsals</td>
<td>140</td>
</tr>
<tr>
<td>CUESMT4A</td>
<td>Co-ordinate Final Production Process</td>
<td>140</td>
</tr>
<tr>
<td>CUESMT5A</td>
<td>Manage the Performance</td>
<td>120</td>
</tr>
<tr>
<td>CUESET5A</td>
<td>Assist in Making Sets</td>
<td>65</td>
</tr>
</tbody>
</table>
Diploma of Arts (Professional Writing and Editing)

Certificate IV in Professional Writing and Editing

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.

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

Diploma of Arts (Professional Writing and Editing)

Core Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Points</th>
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<tr>
<td>VBK382</td>
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<tr>
<td>VBK383</td>
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<tr>
<td>VBK384</td>
<td>1</td>
</tr>
<tr>
<td>VAC474</td>
<td>1</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA408</td>
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<tr>
<td>VAA409</td>
<td>1</td>
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<tr>
<td>VAN041</td>
<td>1</td>
</tr>
<tr>
<td>VBK385</td>
<td>1</td>
</tr>
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<td>VAE272</td>
<td>1</td>
</tr>
<tr>
<td>VAK037</td>
<td>1</td>
</tr>
<tr>
<td>VAE241</td>
<td>1</td>
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<tr>
<td>VAA409</td>
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<td>VBK385</td>
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<td>VAE241</td>
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<tr>
<td>VDA964</td>
<td>1*</td>
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<td>VAC412</td>
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</tr>
<tr>
<td>VAK031</td>
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<tr>
<td>VBK382</td>
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<tr>
<td>VBK383</td>
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<tr>
<td>VBK384</td>
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<td>VAC474</td>
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</table>

(ii) (at least 2 points must be selected from this group)

<table>
<thead>
<tr>
<th>Module Code</th>
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<tbody>
<tr>
<td>VAA408</td>
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<td>VAA414</td>
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<tr>
<td>VAA415</td>
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<tr>
<td>VAA416</td>
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<tr>
<td>VAA417</td>
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<td>VAA419</td>
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</tr>
<tr>
<td>VAA420</td>
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</tr>
</tbody>
</table>

Note: One point equals nominal duration 68 hours.

*Diploma of Arts (Professional Writing and Editing)
Technical and Further Education
School of Further Education and Employment Services

VAE344 Corporate Writing 1A
VAN041 Corporate Writing 1B
VJK385 Introduction to Fiction Writing 1
VAE272 Non Fiction 1A
VAN037 Non Fiction 1B
VJK281 Novel 1A
VAN039 Novel 1B
VAE831 Poetry 1A
VAN043 Poetry 1B
VAE863 Popular Fiction 1A
VAN044 Popular Fiction 1B
VAE552 Screenwriting 1A
VAN042 Screenwriting 1B
VJK386 Script Writing 1A
VJK913 Short Story 1A
VAN045 Short Story 1B
VJK388 Writing for Children (Young Readers) A
VJK389 Writing for Children (Young Readers) B
VAN050 Writing for Radio

(ii)
VAD964 Design & Layout
VAC142 Desktop Publishing 1
VAC931 Internet Skills for Writers & Editors
VJK392 Literature for Writers A
VJK393 Literature for Writers B
VJK394 Photography for Writers
VJK919 Practical Placement
VJK395 Role of the Editor
VAG391 Writer & Research

(at least 5 points must be selected from this group)
VAA209 Advanced Novel 2
VJK396 Advanced Screenwriting Project 2
VAK410 Applied Writing for Public Relations 3
VAK411 Applied Writing for Public Relations 4
VJK397 Authoring a Multimedia Product 2
VAA910 Corporate Writing 2A
VAN028 Corporate Writing 2B
VAA280 Desktop Publishing 2A
VAN029 Desktop Publishing 2B
VAD728 Editing 2A
VAN035 Editing 2B
VJK398 Industry Overview 2
VJK399 Literary Non Fiction Project 2
VAE033 Myths & Symbols A
VAN031 Myths & Symbols B
VAE273 Non Fiction Project 2A
VAN032 Non Fiction Project 2B
VJJ282 Novel 2A
VAN040 Novel 2B
VAC839 Performance Workshop 2
VAD260 Playwriting 2A
VAN034 Playwriting 2B
VJK400 Poetry 2A
VJK401 Poetry 2B
VEA544 Scientific/Technical Writing 2
VJK402 Screenwriting 2A
VJK403 Screenwriting 2B
VAM066 Short Story 2A
VAN046 Short Story 2B
VAP128 Small Press Publishing 2
VBJ404 Writing for Children (Older Readers) A
VBJ405 Writing for Children (Older Readers) B
VAM133 Writing for Young Adults A
VAM050 Writing for Young Adults B
VAM123 Writing Histories 2A
VAN048 Writing Histories 2B
VBJ406 Writing an Interactive Multimedia Sequence 2

* 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.

116
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
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Calculations</td>
<td>51</td>
</tr>
<tr>
<td>ABD714 Chemistry for the Life Sciences</td>
<td>51</td>
</tr>
<tr>
<td>HOR251 Introduction to Botany</td>
<td>30</td>
</tr>
<tr>
<td>VAD040 Human Biology</td>
<td>68</td>
</tr>
<tr>
<td>VAM471 Study Skills for Health Sciences</td>
<td>51</td>
</tr>
</tbody>
</table>

Assessment
Assessment is based on attendance, completion of essays and reports and tests.

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 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
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE115 Maths</td>
<td>108</td>
</tr>
<tr>
<td>WE129 Computer-Aided Language Learning</td>
<td>72</td>
</tr>
<tr>
<td>WE166 ESOL</td>
<td>504</td>
</tr>
</tbody>
</table>

Articulation Links
Successful completion of the course enhances entry into the Bachelor of Arts, and other Social Sciences courses.

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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITF201 Word Processing Fundamentals</td>
<td>34</td>
</tr>
<tr>
<td>ITF205 Database Fundamentals</td>
<td>25</td>
</tr>
<tr>
<td>ITF207 Spreadsheet Fundamentals</td>
<td>24</td>
</tr>
<tr>
<td>VBA714 Casual Conversation</td>
<td>25</td>
</tr>
<tr>
<td>VBA715 Transactional Oral Communication</td>
<td>40</td>
</tr>
<tr>
<td>VBA716 Listening Comprehension Skills</td>
<td>32</td>
</tr>
<tr>
<td>VBA717 Listening for a Purpose</td>
<td>20</td>
</tr>
<tr>
<td>VBA718 Listening on the Telephone</td>
<td>34</td>
</tr>
<tr>
<td>VBA719 Personal Writing</td>
<td>20</td>
</tr>
<tr>
<td>VBA720 Letter Writing</td>
<td>24</td>
</tr>
<tr>
<td>VBA721 Form Filling</td>
<td>20</td>
</tr>
<tr>
<td>VBA722 Writing for Study Purposes</td>
<td>30</td>
</tr>
<tr>
<td>VBA723 Real Life Reading</td>
<td>20</td>
</tr>
<tr>
<td>VBA724 Reading for a Purpose</td>
<td>30</td>
</tr>
<tr>
<td>VBA725 Reading for Pleasure &amp; Wide Reading</td>
<td>20</td>
</tr>
<tr>
<td>VBA726 Australian Studies - Geography</td>
<td>10</td>
</tr>
<tr>
<td>VBA727 Australian Aborigines &amp; Torres Strait Islanders</td>
<td>15</td>
</tr>
<tr>
<td>VBA728 Australian Government</td>
<td>10</td>
</tr>
<tr>
<td>Module Code</td>
<td>Module Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>VBA729</td>
<td>Trade Unions in Australia</td>
</tr>
<tr>
<td>VBA730</td>
<td>Australian Legal System</td>
</tr>
<tr>
<td>VBA731</td>
<td>Settlement &amp; Immigration – A Multicultural Perspective</td>
</tr>
<tr>
<td>VBA732</td>
<td>The Environment</td>
</tr>
<tr>
<td>VBA733</td>
<td>Current Affairs</td>
</tr>
<tr>
<td>VBA734A</td>
<td>Mathematics</td>
</tr>
<tr>
<td>VBA734B</td>
<td>Mathematics</td>
</tr>
<tr>
<td>VBA735</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>VBA736</td>
<td>Computer Technology Extensions</td>
</tr>
<tr>
<td>VBA737</td>
<td>Employment &amp; Education Guidance</td>
</tr>
<tr>
<td>VBA738</td>
<td>Occupational Health &amp; Safety</td>
</tr>
<tr>
<td>VBA739</td>
<td>Healthy Living Skills</td>
</tr>
</tbody>
</table>

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 (Further Study)**

  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)

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: 2403AGC Certificate IV in Liberal Arts

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAH008</td>
<td>Economy &amp; Society</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>LAH101</td>
<td>Learning to Learn</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>LAH102</td>
<td>Enquiry &amp; Presentation</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>LAH103</td>
<td>Wordprocessing Fundamentals</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>LAH104</td>
<td>Keyboarding</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>LAH105</td>
<td>Public Life - Past &amp; Present</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>LAH106</td>
<td>Stories Cultures Tell Themselves: Myths &amp; Sacred Texts</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>LAH107</td>
<td>Nature &amp; its Human Transformations</td>
<td>90</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAH201</td>
<td>Tradition &amp; Modernity in Europe &amp; Asia</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>LAH202</td>
<td>Research Project</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>LAH203</td>
<td>The History &amp; Sociology of Human Relationships</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>LAH204</td>
<td>Urban Studies</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>LAH205</td>
<td>Theories of Human Personality</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>LAH206</td>
<td>Text &amp; Culture 2</td>
<td>72</td>
<td></td>
</tr>
</tbody>
</table>

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.

119
Technical and Further Education
School of Further Education and Employment Services

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.
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)

**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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS009</td>
<td>Negotiation Skills</td>
<td>20</td>
</tr>
<tr>
<td>NO222</td>
<td>Word Processing Introduction</td>
<td>20</td>
</tr>
<tr>
<td>SB05</td>
<td>Time Management</td>
<td>10</td>
</tr>
<tr>
<td>SB06</td>
<td>The Business Plan</td>
<td>20</td>
</tr>
<tr>
<td>VBB676</td>
<td>Overcoming Performance Anxiety</td>
<td>3</td>
</tr>
<tr>
<td>VBB681</td>
<td>Industrial Relations in the Music Industry</td>
<td>6</td>
</tr>
<tr>
<td>VBB733</td>
<td>Arranging your Songs</td>
<td>12</td>
</tr>
<tr>
<td>VBB734</td>
<td>Protecting, Promoting &amp; Publishing your Songs</td>
<td>6</td>
</tr>
<tr>
<td>VBB740</td>
<td>Basic Finances &amp; Bookkeeping for Bands</td>
<td>12</td>
</tr>
<tr>
<td>VBB741</td>
<td>Tax &amp; the Musician</td>
<td>3</td>
</tr>
<tr>
<td>VBB747</td>
<td>How to Plan a Regional Tour</td>
<td>6</td>
</tr>
<tr>
<td>VBB756</td>
<td>Setting up &amp; Operating a Band PA System</td>
<td>30</td>
</tr>
<tr>
<td>VBB760</td>
<td>Understanding MIDI - Sequencing &amp; Sampling</td>
<td>6</td>
</tr>
<tr>
<td>VBB761</td>
<td>Producing a Broadcast Quality Song</td>
<td>6</td>
</tr>
<tr>
<td>VBB766</td>
<td>Approaching Bookers, Managers, Record Companies</td>
<td>6</td>
</tr>
<tr>
<td>VBB767</td>
<td>Planning &amp; Releasing an Independent CD</td>
<td>30</td>
</tr>
<tr>
<td>VBB770</td>
<td>Getting your Act in the Paper</td>
<td>6</td>
</tr>
<tr>
<td>VBB781</td>
<td>Creating a Low Budget Music Video</td>
<td>30</td>
</tr>
<tr>
<td>VBC150</td>
<td>Developing Repertoire 2</td>
<td>30</td>
</tr>
<tr>
<td>VBC152</td>
<td>Performance Platform 2</td>
<td>30</td>
</tr>
<tr>
<td>VBC153</td>
<td>Improvisation 1</td>
<td>30</td>
</tr>
<tr>
<td>VBC155</td>
<td>Aural Training 1</td>
<td>30</td>
</tr>
<tr>
<td>VBC163</td>
<td>Music Workplace Project 1B</td>
<td>60</td>
</tr>
</tbody>
</table>
dependent upon the availability of suitable teaching resources.

hours of electives.

students wanting to work with performers operating at the local/National level.

Note:

NCS005 Dealing with Conflict  20
NCS001 Workplace Communication  40

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 the framework for the learner to:

- Operate as part of a team engaged in audio post-production.
- Operate as part of a team producing multimedia products.
- Produce audio products for the Internet.
- Operate a non-commercial studio intended for personal & project production.
- Work solo in a local live environment or under supervision in an international live sound production work environment.
- Work as an engineer in a professional studio.
- Operate a large post-production facilities.

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 the framework for the learner to:

- Operate as part of a team engaged in audio post-production.
- Operate as part of a team producing multimedia products.
- Produce audio products for the Internet.
- Operate a non-commercial studio intended for personal & project production.
- Work solo in a local live environment or under supervision in an international live sound production work environment.
- Work as an engineer in a professional studio.
- Operate a large post-production facilities.

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.

Elective Modules
Students must complete 60 hours of elective modules selected from the Certificate 11 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.

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 the framework for the learner to:

- Operate as part of a team engaged in audio post-production.
- Operate as part of a team producing multimedia products.
- Produce audio products for the Internet.
- Operate a non-commercial studio intended for personal & project production.
- Work solo in a local live environment or under supervision in an international live sound production work environment.
- Work as an engineer in a professional studio.
- Operate as part of a team producing multimedia products.
- Produce audio products for the Internet.

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 products.
- 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.

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBG615</td>
<td>Managing Effective Working Relationships</td>
<td>24</td>
</tr>
<tr>
<td>VBG616</td>
<td>Introduction to Psychoacoustics</td>
<td>25</td>
</tr>
<tr>
<td>VBG617</td>
<td>Introduction to Professional Studio Design</td>
<td>30</td>
</tr>
<tr>
<td>VBG618</td>
<td>Automated Consoles &amp; Mixing Systems</td>
<td>33</td>
</tr>
<tr>
<td>VBG619</td>
<td>Linear Multitrack Recording Systems</td>
<td>15</td>
</tr>
<tr>
<td>VBG620</td>
<td>Non-Linear Production Systems</td>
<td>45</td>
</tr>
<tr>
<td>VBG621</td>
<td>Editing &amp; Synchronising Systems</td>
<td>20</td>
</tr>
<tr>
<td>VBG622</td>
<td>MIDI Workstations &amp; Hybrid Systems</td>
<td>45</td>
</tr>
<tr>
<td>VBG623</td>
<td>Advanced MIDI Control Systems</td>
<td>30</td>
</tr>
<tr>
<td>VBG624</td>
<td>Advanced Mixing Techniques</td>
<td>25</td>
</tr>
<tr>
<td>VBG625</td>
<td>Soundtracks for Film &amp; Television</td>
<td>25</td>
</tr>
<tr>
<td>VBG626</td>
<td>Commercial Voice Over &amp; Jingle Production</td>
<td>25</td>
</tr>
<tr>
<td>VBG627</td>
<td>Live Recording: Music</td>
<td>15</td>
</tr>
<tr>
<td>VBG628</td>
<td>Live Recording: Conferences &amp; Seminars</td>
<td>15</td>
</tr>
<tr>
<td>VBG629</td>
<td>Concert Sound - PA for Large Venues</td>
<td>20</td>
</tr>
<tr>
<td>VBG630</td>
<td>Concert Sound - PA for Outdoor Venues</td>
<td>20</td>
</tr>
<tr>
<td>VBG631</td>
<td>PA for Seminars &amp; Conferences</td>
<td>16</td>
</tr>
<tr>
<td>VBG632</td>
<td>Theatre Audio</td>
<td>16</td>
</tr>
<tr>
<td>VBG633</td>
<td>Introduction to Broadcast Audio: Radio</td>
<td>20</td>
</tr>
<tr>
<td>VBG634</td>
<td>Introduction to Broadcast Audio: Television</td>
<td>12</td>
</tr>
<tr>
<td>VBG635</td>
<td>Film &amp; Cinema Sound</td>
<td>12</td>
</tr>
<tr>
<td>VBG636</td>
<td>Audio Post-Production</td>
<td>30</td>
</tr>
<tr>
<td>VBG637</td>
<td>The Music Video Clip</td>
<td>9</td>
</tr>
<tr>
<td>VBG638</td>
<td>Multimedia Sound Production</td>
<td>34</td>
</tr>
<tr>
<td>VBG639</td>
<td>Internet/WWW Sound Production</td>
<td>30</td>
</tr>
<tr>
<td>VBG640</td>
<td>Introduction to the Role of the Producer</td>
<td>34</td>
</tr>
<tr>
<td>VBG626</td>
<td>Work Placement</td>
<td>40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBG614</td>
<td>Principal Study Grade 5</td>
<td>30</td>
</tr>
<tr>
<td>VBG613</td>
<td>Second Instrument/voice study</td>
<td>30</td>
</tr>
<tr>
<td>VBG612</td>
<td>Developing Repertoire</td>
<td>30</td>
</tr>
<tr>
<td>VBG611</td>
<td>Improvisation</td>
<td>30</td>
</tr>
<tr>
<td>VBG610</td>
<td>Music Workplace Project 3 (Regional Tour)</td>
<td>80</td>
</tr>
<tr>
<td>VBG609</td>
<td>Arranging &amp; Scoring in the Home Studio</td>
<td>30</td>
</tr>
<tr>
<td>VBG608</td>
<td>Music Theory/ Musicianship Grade 3</td>
<td>30</td>
</tr>
<tr>
<td>VBG607</td>
<td>Music for Advertising</td>
<td>12</td>
</tr>
<tr>
<td>VBG606</td>
<td>Music for the Screen</td>
<td>30</td>
</tr>
<tr>
<td>VBG605</td>
<td>Aural Training 2</td>
<td>30</td>
</tr>
<tr>
<td>VBG604</td>
<td>Music Theory/ Musicianship Grade 4</td>
<td>30</td>
</tr>
<tr>
<td>VBG603</td>
<td>Arranging 1</td>
<td>30</td>
</tr>
<tr>
<td>VBG602</td>
<td>Contemporary Composition</td>
<td>30</td>
</tr>
<tr>
<td>VBG601</td>
<td>Music for Multimedia</td>
<td>12</td>
</tr>
</tbody>
</table>

Styles Analysis:
Two chosen from:

- VBG606 Dance, Rap & Techno Music
- VBG605 Country Music
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
- VBB760 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
- CUSBG E16A Maintain self or group in business
- CUSADMG03A Manage a project
- CUSBMA14A Manage, promote & negotiate licensing on published works
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)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH457</td>
<td>100</td>
</tr>
<tr>
<td>VBH458</td>
<td>100</td>
</tr>
<tr>
<td>VBH459</td>
<td>100</td>
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</table>

One or more Electives

Certificate III (Compulsory)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH463</td>
<td>100</td>
</tr>
<tr>
<td>VBH464</td>
<td>100</td>
</tr>
<tr>
<td>VBH465</td>
<td>100</td>
</tr>
</tbody>
</table>

One or more Electives

Certificate IV (Compulsory)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH469</td>
<td>100</td>
</tr>
<tr>
<td>VBH470</td>
<td>100</td>
</tr>
<tr>
<td>VBH471</td>
<td>100</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBH475</td>
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<tr>
<td>VBH476</td>
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</tr>
<tr>
<td>VBH477</td>
<td>100</td>
</tr>
<tr>
<td>VBH478</td>
<td>100</td>
</tr>
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</table>

Two or more Electives

Certificate II (Compulsory)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH482</td>
<td>50</td>
</tr>
<tr>
<td>VBH483</td>
<td>50</td>
</tr>
<tr>
<td>VBH484</td>
<td>100</td>
</tr>
<tr>
<td>VBH485</td>
<td>100</td>
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Two or more Electives

Certificate III (Compulsory)

<table>
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<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH489</td>
<td>50</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>VBH490</td>
<td>Listening Skills 3</td>
</tr>
<tr>
<td>VBH491</td>
<td>Writing Skills 3</td>
</tr>
<tr>
<td>VBH492</td>
<td>Reading Skills 3</td>
</tr>
</tbody>
</table>

**Two or more Electives**

**Certificate IV (Compulsory)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH496</td>
<td>Oral Communication 4</td>
<td>50</td>
</tr>
<tr>
<td>VBH497</td>
<td>Listening Skills 4</td>
<td>50</td>
</tr>
<tr>
<td>VBH498</td>
<td>Writing Skills 4</td>
<td>100</td>
</tr>
<tr>
<td>VBH499</td>
<td>Reading Skills 4</td>
<td>100</td>
</tr>
</tbody>
</table>

**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.
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-approved 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.

Ame Jans
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS007</td>
<td>20</td>
</tr>
<tr>
<td>VBS635</td>
<td>16</td>
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<td>VBS636</td>
<td>16</td>
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<tr>
<td>VBS637</td>
<td>16</td>
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<tr>
<td>VBS639</td>
<td>48</td>
</tr>
<tr>
<td>VBS640</td>
<td>32</td>
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<tr>
<td>VBS641</td>
<td>48</td>
</tr>
<tr>
<td>VBS642</td>
<td>32</td>
</tr>
</tbody>
</table>

Core Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS744</td>
<td>48</td>
</tr>
<tr>
<td>VBS745</td>
<td>48</td>
</tr>
<tr>
<td>VBS746</td>
<td>128</td>
</tr>
<tr>
<td>VBS747</td>
<td>128</td>
</tr>
<tr>
<td>VBS748</td>
<td>80</td>
</tr>
<tr>
<td>VBS749</td>
<td>80</td>
</tr>
<tr>
<td>VBS750</td>
<td>80</td>
</tr>
<tr>
<td>VBS752</td>
<td>32</td>
</tr>
<tr>
<td>VBS753</td>
<td>32</td>
</tr>
<tr>
<td>VBS754</td>
<td>32</td>
</tr>
<tr>
<td>VBS755</td>
<td>80</td>
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<tr>
<td>VBS756</td>
<td>80</td>
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<tr>
<td>VBS757</td>
<td>224</td>
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</tbody>
</table>

Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS643</td>
<td>48</td>
</tr>
<tr>
<td>VBS645</td>
<td>48</td>
</tr>
</tbody>
</table>

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.
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;
- 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
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.
**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 Dwyne *(Head, Department of Child Studies - TAFE)*

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**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.

Applications 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/sessional/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:

**Compulsory Units of Competency, common to all streams**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD2A</td>
<td>Support the Rights &amp; Safety of Children Within Duty of Care Requirements</td>
<td>70</td>
</tr>
<tr>
<td>CHCCN10A</td>
<td>Support the Emotional Needs of Children</td>
<td>20</td>
</tr>
<tr>
<td>CHCCN11A</td>
<td>Guide the Establishment &amp; Maintenance of a Safe Environment</td>
<td>40</td>
</tr>
<tr>
<td>CHCCN8A</td>
<td>Plan Care Routines</td>
<td>70</td>
</tr>
<tr>
<td>CHFCF5A</td>
<td>Foster Children's Cognitive Development</td>
<td>40</td>
</tr>
<tr>
<td>CHFCF6A</td>
<td>Foster Children's Language Development</td>
<td>40</td>
</tr>
<tr>
<td>CHFCF7A</td>
<td>Foster Children's Creative Development</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC10A</td>
<td>Establish Plans for Developing Responsible Behaviour</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC11A</td>
<td>Implement &amp; Promote Inclusive Practices &amp; Policies</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC12A</td>
<td>Plan the Inclusion of Children with Special Needs</td>
<td>40</td>
</tr>
<tr>
<td>CHCIC14A</td>
<td>Facilitate Children's Communication Skills</td>
<td>40</td>
</tr>
<tr>
<td>CHCPR4A</td>
<td>Provide Opportunities &amp; Experiences to Enhance Children's Development</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR5A</td>
<td>Enhance Children's Play &amp; Leisure</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR9A</td>
<td>Use Observations &amp; Records</td>
<td>70</td>
</tr>
<tr>
<td>CHCSD10A</td>
<td>Develop New Approaches for Developing Service</td>
<td>40</td>
</tr>
</tbody>
</table>

*Children's Services Specialisation Elective Modules*

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAL7A</td>
<td>Fulfil Family Day Care Administration Requirements <strong>##</strong></td>
<td>20</td>
</tr>
<tr>
<td>CHCCN20A</td>
<td>Advocate for the Rights &amp; Needs of Children <strong>##</strong></td>
<td>40</td>
</tr>
<tr>
<td>CHCCN3A</td>
<td>Prepare Food <strong>##</strong></td>
<td>20</td>
</tr>
<tr>
<td>CHCCN3A</td>
<td>Support the Emotional Wellbeing of Babies <strong>##</strong></td>
<td>20</td>
</tr>
<tr>
<td>CHFCF10A</td>
<td>Enhance the Emotional &amp; Psychological Development of Children</td>
<td>40</td>
</tr>
<tr>
<td>CHFCF11A</td>
<td>Enhance the Development of Children's Language</td>
<td>40</td>
</tr>
<tr>
<td>CHFCF20A</td>
<td>Promote the Ethical Understandings of Children</td>
<td>30</td>
</tr>
<tr>
<td>CHCPR10A</td>
<td>Facilitate the Design of Programs for the Service <strong>##</strong></td>
<td>70</td>
</tr>
<tr>
<td>CHCPR11A</td>
<td>Coordinate the Implementation of Programs <strong>##</strong></td>
<td>30</td>
</tr>
<tr>
<td>CHCPR12A</td>
<td>Monitor &amp; Evaluate Programs <strong>##</strong></td>
<td>70</td>
</tr>
<tr>
<td>CHCPR13A</td>
<td>Facilitate the Development of Programs for Children with additional needs <strong>##</strong></td>
<td>40</td>
</tr>
<tr>
<td>CHCPR14A</td>
<td>Observe Children &amp; Interpret Observations <strong>##</strong></td>
<td>40</td>
</tr>
<tr>
<td>CHCRF11A</td>
<td>Work in Partnership with Parents to Care for the Child <strong>##</strong></td>
<td>70</td>
</tr>
<tr>
<td>CHCRF21A</td>
<td>Promote Equity in Access to the Service <strong>##</strong></td>
<td>40</td>
</tr>
<tr>
<td>CHCRF23A</td>
<td>Respond to Problems &amp; Complaints about the Service <strong>##</strong></td>
<td>40</td>
</tr>
<tr>
<td>CHCSD12A</td>
<td>Act as a Resource to Workers <strong>##</strong></td>
<td>40</td>
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</table>

**Common Competency Elective Modules**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
<td>30</td>
</tr>
</tbody>
</table>
CHCAD MIN2A Provide Administrative Support 20
CHCAD MIN3A Undertake Administrative Work **## 50
CHCDD 3A Meet the Information Needs of the Community**## 50
CHCDD 7A Support Community Resources 30
CHCFIN2A Maintain Organisation’s Information System++++## 50
CHCGRU2P 2A Support Group Activities ** 20
CHCGRU2P 3A Plan & Conduct Group Activities ++ 50
CHCO RG17A Implement & Monitor Occupational Health & Safety Policies, Procedures & Programs **++++## 60
CHCO RG3A Maintain an Effective Work Environment ** 50
CHCO RG7A Manage Workplace Issues **##** 75

Prerequisite competencies
CHCIC1A Support the Development of Children in the Service [nested with FC2A] 30
CHCIC2A Foster the Physical Development of Children ++ 40
CHCIC3A Foster the Social Development of Children ++## 40
CHCCN1A Support Babies Needs ##** 20
CHCCN2A Provide Physical Care [nested with CN4A] 30
CHCCN4A Respond to illness, Accidents & Emergencies 30
CHCCN5A Support Babies Needs ### [nested with CN5A] 20

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.

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
CHCIC1A Support the Development of Children in the Service 30
CHCIC2A Guide Children’s Behaviour 30
CHCIC3A Support the Emotional & Psychological Development of Children 40
CHCIC4A Work Collaboratively with Children 20
CHCIC5A Communicate with Children [nested with IC1A] 30
CHCIC6A Maintain an Effective Work Environment **#### 50
CHCIC7A Follow the Organisation’s OHS policies 30
CHCIC8A Participate in Festive Play & Leisure 20
CHCIC9A Communicate with Family Members about their Child 20
CHCPR1A Organise Experiences for Children 30
CHCPR2A Observe Children 20
CHCPR3A Support Babies Needs ##** 20
CHCAL7A Fulfil Family Day Care Administration Requirements## 20
CHCCN3A Prepare Food ## 20
CHCCN5A Support the Emotional Wellbeing of Babies** 20
CHCCN9A Support Babies Needs #### 20
CHCFC1A Foster the Physical Development of Children 40
CHCFC2A Foster the Social Development of Children + 40
CHCFC3A Foster the Emotional & Psychological Development of Children 40
CHCFC4A Foster the Emotional & Psychological Development of Children 40
CHCGRU2P 2A Support Group Activities ++ 20
CHCGRU2P 3A Plan & Conduct Group Activities ++ 50
CHCCN5A Support Babies Needs ### 20

Prerequisite competencies
CHCCN1A Maintain a Healthy & Safe Environment 20
CHCCN2A Provide Physical Care 30
CHCIC1A Communicate with Children 30
CHCIC3A Support the Emotional & Psychological Development of Children 30
CHCCN10A Support Emotional Needs of Children 20

** compulsory units for Centre Based care workers
## compulsory units for Family Day Care – Care Providers
### compulsory units for Out of School Hours Care Workers
++ compulsory units for Out of School Hours Care Workers
++ compulsory units for Centre Based workers
++ compulsory units for Out of School Hours Care Workers
++ compulsory units for Centre Based care workers
++ compulsory units for Centre Based workers
++ compulsory units for Centre Based workers
++ compulsory units for Out of School Hours Care Workers
Certificate IV in Community Services (Children’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 over 1760 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCFC2A</td>
<td>Foster the physical development of children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFC3A</td>
<td>Foster the social development of children</td>
<td>40</td>
</tr>
<tr>
<td>CHCFC4A</td>
<td>Foster the emotional &amp; psychological development of children</td>
<td>40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD3A</td>
<td>Meet information needs of the community</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD7A</td>
<td>Support community resources</td>
<td>30</td>
</tr>
<tr>
<td>CHCOCOM4A</td>
<td>Develop, implement &amp; promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF2A</td>
<td>Maintain organisation’s information systems</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG5A</td>
<td>Maintain an effective work environment</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG7A</td>
<td>Manage workplace issues</td>
<td>75</td>
</tr>
<tr>
<td>CHCORG11A</td>
<td>Lead &amp; develop others</td>
<td>90</td>
</tr>
<tr>
<td>CHCORG17A</td>
<td>Implement &amp; monitor occupational health &amp; safety policies, procedures &amp; programs</td>
<td>60</td>
</tr>
<tr>
<td>CHCORG19A</td>
<td>Develop &amp; maintain the quality of service outcomes</td>
<td>90</td>
</tr>
<tr>
<td>CHCPR10A</td>
<td>Facilitate the design of programs of the service</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR12A</td>
<td>Monitor &amp; evaluate programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCPR13A</td>
<td>Facilitate the development of programs for children with additional needs</td>
<td>40</td>
</tr>
<tr>
<td>CHCRF11A</td>
<td>Work in partnership with families to care for the child</td>
<td>70</td>
</tr>
<tr>
<td>CHCRF23A</td>
<td>Respond to problems &amp; complaints about the service</td>
<td>40</td>
</tr>
<tr>
<td>CHCS12A</td>
<td>Act as a resource to workers</td>
<td>40</td>
</tr>
</tbody>
</table>

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.

Course Codes
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS007</td>
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<tr>
<td>VBD862</td>
<td>40</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS001</td>
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<td>NCS005</td>
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<td>NOB213</td>
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<td>NOS226</td>
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<td>VAC548</td>
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<td>VBC932</td>
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<td>VBC933</td>
<td>20</td>
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<tr>
<td>VBD862</td>
<td>40</td>
</tr>
</tbody>
</table>
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

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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB303A</td>
<td>Accession &amp; Process Resources</td>
</tr>
<tr>
<td>CULLB304A</td>
<td>Contribute to Promotional Programs &amp; Activities for Clients</td>
</tr>
</tbody>
</table>

**Diploma of Library and Information Services**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB401A</td>
<td>Contribute to Client Access to Information</td>
</tr>
<tr>
<td>CULLB402A</td>
<td>Contribute to Effective Working Relationships</td>
</tr>
</tbody>
</table>

**Certificate IV in Library and Information Services**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB403A</td>
<td>Develop &amp; apply own Information Literacy Skills in Working with Clients</td>
</tr>
</tbody>
</table>

**Certificate II in Library and Information Services**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB307A</td>
<td>Use Multimedia Equipment</td>
</tr>
</tbody>
</table>

Internship

CULMS413A Use Information Technology

CULMS501A Apply Basic Preservation Techniques

Note: Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources.
Technical and Further Education
School of Human Services, Art and Multimedia

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

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**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.

W. Butson  
Head, Department of Social and Community Studies - TAFE

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**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**

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VAD520 Introduction to Social &amp; Community Services</td>
<td>50</td>
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<tr>
<td>VAF783 Sociology</td>
<td>60</td>
</tr>
<tr>
<td>VAF171 Psychology 1</td>
<td>60</td>
</tr>
<tr>
<td>VAD686 Law for Welfare Work</td>
<td>50</td>
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<tr>
<td>VAG679 Welfare Practice</td>
<td>50</td>
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<tr>
<td>VAR381 Community Work 1</td>
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<tr>
<td>VAR005 Casework</td>
<td>60</td>
</tr>
<tr>
<td>VAC387 Group Work 1</td>
<td>60</td>
</tr>
<tr>
<td>VAC441 Field Education 1, Placement</td>
<td>210</td>
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<tr>
<td>VAC442 Field Education 1, Professional Integration Seminar</td>
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</tbody>
</table>

**Specialised Module**

**VAF741 Skills Workshop 1** 25

**Electives Modules**

Students are required to take two electives, minimum 30 hours each:

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAE453 Organisations &amp; Management</td>
<td>50</td>
</tr>
<tr>
<td>VAR382 Community Work 2</td>
<td>50</td>
</tr>
<tr>
<td>VAF999 Research</td>
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</tr>
<tr>
<td>VAF780 Social Policy</td>
<td>50</td>
</tr>
<tr>
<td>VAF172 Psychology 2</td>
<td>60</td>
</tr>
<tr>
<td>VAB6107 Counselling Skills</td>
<td>60</td>
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<tr>
<td>VAC879 Group Work 2</td>
<td>60</td>
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<td>VAC443 Field Education 2, Placement</td>
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<tr>
<td>VAC444 Field Education 2, Professional Integration Seminar</td>
<td>50</td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course</th>
</tr>
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<tbody>
<tr>
<td>VAE232 C. Management</td>
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<tr>
<td>VAG86 Y. Issues</td>
<td>64</td>
</tr>
<tr>
<td>VAJ620 Politics of Disability</td>
<td>64</td>
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<tr>
<td>VAJ621 Issues in Child Protection</td>
<td>30</td>
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<tr>
<td>VAJ623 Family Violence B</td>
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</tbody>
</table>

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.

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**Advanced Diploma of Justice**

**Diploma of Justice**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>21214Vic</td>
<td>Advanced Diploma of Justice</td>
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</tr>
<tr>
<td>21213Vic</td>
<td>Diploma of Justice</td>
<td></td>
</tr>
<tr>
<td>21214Vic</td>
<td>Certificate IV in Justice</td>
<td></td>
</tr>
</tbody>
</table>

**Course Objectives**

The Advanced 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 reaccredited. Contact the Department for details.

**Diploma of Community Services (Community Work)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC50699</td>
<td>Diploma of Community Services (Community Work)</td>
<td></td>
</tr>
</tbody>
</table>

**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...
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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD MIN3A</td>
<td>50</td>
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<tr>
<td>CHCD 4A</td>
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<tr>
<td>CHCD 9A</td>
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<td>CHCD 12A</td>
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<tr>
<td>CHCO M3A</td>
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<tr>
<td>CHCO M4A</td>
<td></td>
</tr>
<tr>
<td>CHC INF5A</td>
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<tr>
<td>CHCET3A</td>
<td>75</td>
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<tr>
<td>CHC ORG 6A</td>
<td>90</td>
</tr>
<tr>
<td>CHC ORG 17A</td>
<td>60</td>
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<tr>
<td>CHC CD 2A</td>
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<tr>
<td>CHC CD 11A</td>
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<td>CHC CD 15A</td>
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</table>

#### Community Work Specialisation Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
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</thead>
<tbody>
<tr>
<td>CHCD 5A</td>
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<tr>
<td>CHCD 6A</td>
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<tr>
<td>CHCD 8A</td>
<td>90</td>
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<tr>
<td>CHCD 13A</td>
<td>70</td>
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</tbody>
</table>

#### Recommended unit for Community Development Workers

- CHCYTH 3A: Support young people to take collective action 90
- CHCYTH 4A: Assist young people in responding to crisis 90
- CHCAD MIN3A: Undertake administrative work 50
- CHCOM M3A: Utilise specialist communication skills 50
- CHCCS 2A: Deliver & develop client services 50
- CHCCS 3A: Co-ordinate the provision of services & programs 75
- CHCFM 2A: Maintain organisation’s information systems 50
- CHCNST 2A: Maintain effective networks 20
- CHCORG 4A: Follow the organisation’s OHS policies 30
- CHCORG 5A: Maintain an effective work environment 50
- CHCAD 1A: Advocate for clients 20
- CHCCD 1A: Support community participation 50
- CHCCD 3A: Meet information needs of the community 70
- CHCGROUP 3A: Plan & conduct group activities 50
- CHCP & R2A: Contribute to policy development 50
- CHCYTH 6A: Provide appropriate services to young people 150
- CHCYTH 7A: Respond to critical situations including risk of violence 150
- CHCADMIN 4A: Develop, implement & promote effective communication techniques 75
- CHC INF 3A: Co-ordinate information systems 75
- CHCORG 6A: Co-ordinate the work environment 90
- CHCORG 17A: Implement & monitor OHS & policies, procedures & programs 60
- CHCYTH 5A: Manage youth programs 150
- CHCORG 9A: Manage projects & strategies 90
- 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 Business (Community Services and Health Management)

**COURSE CODE: 20053VIC**

### Course Objectives

This course is designed for people working as supervisors, coordinators 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**

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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCYTH 3A</td>
<td>90</td>
</tr>
<tr>
<td>CHCYTH 4A</td>
<td>90</td>
</tr>
<tr>
<td>CHCAD MIN3A</td>
<td>50</td>
</tr>
<tr>
<td>CHCOM M3A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS 2A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS 3A</td>
<td>75</td>
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<tr>
<td>CHCET3A</td>
<td>75</td>
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<td>CHC INF5A</td>
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</tr>
<tr>
<td>CHCET3A</td>
<td>75</td>
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<td>CHC SD 2A</td>
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<td>CHC SD 11A</td>
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<tr>
<td>CHC SD 15A</td>
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</tbody>
</table>

**Common Competency Elective Modules**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD 1A</td>
<td>20</td>
</tr>
<tr>
<td>CHCAD MIN4A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCOM 3A</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS 7A</td>
<td>75</td>
</tr>
<tr>
<td>CHCGROUPUP 3A</td>
<td>50</td>
</tr>
<tr>
<td>CHC INF 3A</td>
<td>75</td>
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<tr>
<td>CHCP &amp; R 4A</td>
<td>150</td>
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<tr>
<td>CHCP &amp; R 5A</td>
<td>75</td>
</tr>
</tbody>
</table>

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

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 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.

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Elective Modules

Participants must complete electives totalling a minimum of 235 hours.

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Certificate IV in Workplace Trainer and Assessor

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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 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

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Department of Human Services, Art and Multimedia

Technical and Further Education
Dependent upon the availability of suitable teaching resources.

All applicants are required to have completed the equivalent of Entry Requirements.

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. 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.

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.

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.

Some agencies require the participants provide a police check before undertaking workplace training.
Course Structure
This course consists of a total of 13 competencies, 6 compulsory and 7 electives.

Compulsory competencies

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Disability specialisation Electives

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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.

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 select 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.

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Disability Specialisation Electives

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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
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 select 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.
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.

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.

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.

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 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

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</table>

Community Work Specialist Elective

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD7A</td>
<td>30</td>
</tr>
</tbody>
</table>

Common Competency Elective Modules

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADMIN1A</td>
<td>15</td>
</tr>
<tr>
<td>CHCSSA</td>
<td>20</td>
</tr>
<tr>
<td>CHCGROUP1A</td>
<td>20</td>
</tr>
<tr>
<td>CHCGROUP2A</td>
<td>20</td>
</tr>
<tr>
<td>CHCAOD1A</td>
<td>70</td>
</tr>
</tbody>
</table>

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 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

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC3A</td>
<td>Orientation to Aged Care Work</td>
<td>50</td>
</tr>
<tr>
<td>CHCAC6A</td>
<td>Provide Services to Aged People</td>
<td>90</td>
</tr>
<tr>
<td>CHCAC8A</td>
<td>Monitor Services to Aged People</td>
<td>90</td>
</tr>
<tr>
<td>CHCAC12A</td>
<td>Provide Services to Meet Aged People's Personal Needs</td>
<td>90</td>
</tr>
<tr>
<td>CHCADMIN3A</td>
<td>Undertake Administrative Work</td>
<td>50</td>
</tr>
<tr>
<td>CHCCOM3A</td>
<td>Utilise Specialist Communication Skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS2A</td>
<td>Deliver &amp; Develop Client Services</td>
<td>50</td>
</tr>
<tr>
<td>CHCINF2A</td>
<td>Maintain Organisation's Information Systems</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG4A</td>
<td>Follow the Organisation's Occupational Health &amp; Safety Policies</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG5A</td>
<td>Maintain an Effective Work Environment</td>
<td>50</td>
</tr>
</tbody>
</table>

Common Competency Elective Modules

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1A</td>
<td>Advocate for Clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCCD1A</td>
<td>Support Community Participation</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD2A</td>
<td>Provide Community Education Programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD3A</td>
<td>Meet the Information Needs of the Community</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD4A</td>
<td>Develop &amp; Implement Community Programs</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>Develop Community Resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCCS6A</td>
<td>Assess &amp; Deliver Services to Clients with Complex Needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCGROUP3A</td>
<td>Plan &amp; Conduct Group Activities</td>
<td>50</td>
</tr>
<tr>
<td>CHCNET2A</td>
<td>Maintain Effective Networks</td>
<td>50</td>
</tr>
<tr>
<td>CHCP&amp;R2A</td>
<td>Contribute to Policy Development</td>
<td>50</td>
</tr>
<tr>
<td>CHCP&amp;R3A</td>
<td>Undertake Research Activities</td>
<td>50</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
<td>30</td>
</tr>
</tbody>
</table>

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 year 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 least 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.

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD440</td>
<td>Academic Counselling Theory</td>
<td>145</td>
</tr>
<tr>
<td>WD441</td>
<td>Personal Awareness</td>
<td>110</td>
</tr>
<tr>
<td>WD442</td>
<td>Counselling Skills</td>
<td>90</td>
</tr>
<tr>
<td>WD443</td>
<td>Skills Theory Integration</td>
<td>80</td>
</tr>
<tr>
<td>WD444</td>
<td>Clinical Practice</td>
<td>375</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Core Pre-requisites and Co-requisites Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXEME001A React safely in an emergency &amp; help prevent emergencies</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND001A Develop knowledge of the sport &amp; recreation Industry</td>
<td>10</td>
</tr>
<tr>
<td>SRXTCE001A Operate a computer to gain access to &amp; retrieve data using keyboard skills</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCOM002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXEME002A</td>
<td>5</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
</tr>
</tbody>
</table>

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 employed 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.

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 Pre-requisites and Co-requisites Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXEME001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTCE001A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCOM002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXEME002A</td>
<td>5</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
</tr>
</tbody>
</table>

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.

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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCL5002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXOHS001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
</tr>
</tbody>
</table>

145
Certificate IV in Sport and Recreation

COURSE CODE: SRX04199

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLSO02A</td>
<td>0</td>
</tr>
<tr>
<td>SRXCM002A</td>
<td>0</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXTEC002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC003A</td>
<td>8</td>
</tr>
<tr>
<td>SRXTEC004A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC005A</td>
<td>12</td>
</tr>
</tbody>
</table>

Elective Pre-requisite and Co-requisite Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXAD M001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXAD M002A</td>
<td>8</td>
</tr>
</tbody>
</table>

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 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
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-requisite Units

- SRXCLS002A Deliver service to clients
- SRXCLS003A Co-ordinate interaction with clients
- SRXCO M002A Receive & pass on information to facilitate effective routine communication
- SRXCO M003A Collect & provide information to facilitate communication flow
- SRXO RG 002A Work effectively in a sport & recreation organisation
- SRXO RG 003A Co-ordinate work & work priorities in a sport & recreation organisation
- SRXTEM002A Support the work of a team
- SRXTEM003A Work autonomously
- SRXTEC001A Operate a computer to gain access to & retrieve data using keyboard skills
- SRXTEC002A Operate a computer & printer to produce simple documents
- SRXTEC003A Design, develop & produce documents, reports & worksheets using advanced functions
- SRXCO M004A Source & present information in response to requests
- SRXOHS002A Implement & monitor the organisation's Occupational Health & Safety policies, procedures & programs in the relevant work area to achieve & maintain Occupational Health & Safety Standard
- SRXO RG 004A Plan, allocate & evaluate work carried out by teams, individuals & self
- SRXO RG 005A Participate in the meeting process
- SRXO RG 006A Conduct projects
- SRXTEC004A Assist with the analysis & use of emerging technology
- SRXTEM005A Lead, manage & develop work teams

Development Stream Pre-requisite and Co-requisite Units

- PUXEME001A Provide emergency care
- SRXSOFF001A Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities to manage risk
- SRXADM M001A Handle mail to facilitate communication
- SRXADM M002A Handle information to maintain access to & security of records
- SRXADM M005A Handle mail to facilitate the information flow of the organisation
- SRXADM M006A Process & analyse information to provide access to & security of records
- SRXADM M009A Maintain information records system to ensure its integrity
- SRXEME002A Participate in the control of minor emergencies
- SRXO RG 001A Organise work
- SRXO HS 001A 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
- SRXTEM001A Work in teams

Development Stream Units

- SRXCOA001A Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities to manage risk
- SRXCOA002A Plan individualised training programs to improve skills
- SRXCOA003A Conduct, monitor & adjust an individualised program of training sessions to improve skills
- SRXCOA004A Evaluate, analyse & modify the conduct & outcomes of individualised training programs to improve skills
- SRXCOA005A Include special interest groups or people with Special needs
- SRXCOA006A Implement fundamental principles of sports psychology
- SRXCOA007A Provide information about the fundamental principles of eating for peak performance
- SRXSOFF001A Operate in accord with accepted officiating practices, styles & legal & ethical responsibilities to manage risk
- SRXSOFF002A Apply rules & regulations to conduct games & competitions
- SRXSOFF004A Apply self reflection techniques to evaluate & modify officiating performance
- SRXSOFF005A Resolve conflict related to officiating
- SRXSOFF006A Develop a fitness program for officials
- SRXSR001A Implement sports first aid procedures & apply sports first aid
- SRXADM M012A Supervise an established records system to ensure its integrity
- SRXADM M013A Plan business trip & associated itinerary to ensure efficient travel
- SRXADM M014A Manage & co-ordinate projects
- SRXADM M015A Establish & maintain a records system to ensure integrity of system
- SRXCAI004A Plan a sport & recreation session for clients
- SRXCAI005A Conduct a sport & recreation session for clients
- SRXRP001A Facilitate a group

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 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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRG01</td>
<td>English Language Studies 1</td>
<td>256</td>
</tr>
<tr>
<td>SRG02</td>
<td>Computer Studies</td>
<td>56</td>
</tr>
<tr>
<td>SRG03</td>
<td>Skill Acquisition</td>
<td>24</td>
</tr>
<tr>
<td>SRG04</td>
<td>Anatomy</td>
<td>40</td>
</tr>
<tr>
<td>SRG05</td>
<td>Professional Golf Management 1</td>
<td>64</td>
</tr>
<tr>
<td>SRG06</td>
<td>First Aid</td>
<td>8</td>
</tr>
<tr>
<td>SRG07</td>
<td>Movement Efficiency</td>
<td>16</td>
</tr>
<tr>
<td>SRG08</td>
<td>Training Principles 1</td>
<td>16</td>
</tr>
<tr>
<td>SRG09</td>
<td>Nutrition for Sport</td>
<td>16</td>
</tr>
<tr>
<td>SRG10</td>
<td>Sports Psychology 1</td>
<td>16</td>
</tr>
<tr>
<td>SRG11</td>
<td>Sports Coaching 1</td>
<td>40</td>
</tr>
<tr>
<td>SRG12</td>
<td>Golf Practicum 1</td>
<td>96</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRG01</td>
<td>English Language Studies 1</td>
<td>256</td>
</tr>
<tr>
<td>SRG02</td>
<td>Computer Studies</td>
<td>56</td>
</tr>
<tr>
<td>SRG03</td>
<td>Skill Acquisition</td>
<td>24</td>
</tr>
<tr>
<td>SRG04</td>
<td>Anatomy</td>
<td>40</td>
</tr>
<tr>
<td>SRG05</td>
<td>Professional Golf Management 1</td>
<td>64</td>
</tr>
<tr>
<td>SRG06</td>
<td>First Aid</td>
<td>8</td>
</tr>
<tr>
<td>SRG07</td>
<td>Movement Efficiency</td>
<td>16</td>
</tr>
<tr>
<td>SRG08</td>
<td>Training Principles 1</td>
<td>16</td>
</tr>
<tr>
<td>SRG09</td>
<td>Nutrition for Sport</td>
<td>16</td>
</tr>
<tr>
<td>SRG10</td>
<td>Sports Psychology 1</td>
<td>16</td>
</tr>
<tr>
<td>SRG11</td>
<td>Sports Coaching 1</td>
<td>40</td>
</tr>
<tr>
<td>SRG12</td>
<td>Golf Practicum 1</td>
<td>96</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCOM002A</td>
<td>Receive &amp; pass on information to facilitate routine communication</td>
<td>10</td>
</tr>
<tr>
<td>SRXCOM003A</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
<td>7</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>Source &amp; present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td>SRXCO M002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>Support the work of a team</td>
<td>12</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>Deal with conflict</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM004A</td>
<td>Lead, manage &amp; develop work teams</td>
<td>12</td>
</tr>
<tr>
<td>BSXFMI501A</td>
<td>Manage personal work priorities &amp; professional development</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI502A</td>
<td>Provide leadership in the workplace</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI504A</td>
<td>Participate, lead &amp; facilitate work teams</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI507A</td>
<td>Manage quality client service</td>
<td>50</td>
</tr>
<tr>
<td>SRXCOM002A</td>
<td>Research, prepare &amp; present information</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND005A</td>
<td>Promote compliance with laws &amp; legal principles</td>
<td>12</td>
</tr>
<tr>
<td>SRXOHS003A</td>
<td>Establish, maintain &amp; evaluate OHS systems in order to ensure that the workplace is, as far as practicable, safe &amp; without risks to health of employees &amp; clients</td>
<td>15</td>
</tr>
<tr>
<td>SRXCO M002A</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
<td>12</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>Support the work of a team</td>
<td>12</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>Deal with conflict</td>
<td>8</td>
</tr>
<tr>
<td>SRXTEM004A</td>
<td>Lead, manage &amp; develop work teams</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM012A</td>
<td>Supervise an established records system to ensure its integrity</td>
<td>12</td>
</tr>
<tr>
<td>SRXOHS003A</td>
<td>Establish, maintain &amp; evaluate OHS systems in order to ensure that the workplace is, as far as practicable, safe &amp; without risks to health of employees &amp; clients</td>
<td>15</td>
</tr>
<tr>
<td>SRXADM014A</td>
<td>Manage &amp; co-ordinate projects</td>
<td>30</td>
</tr>
</tbody>
</table>
SRXAD M015A  Establish & maintain a records system to ensure integrity of the system  40
SRXAD M016A  Establish & maintain library/resource collection  20
SRXAD M017A  Plan & establish administration systems & procedures  24
SRXAD M018A  Review office administration procedures & processes to meet changing demands  15
SRXAD M019A  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;
- 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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGRCOMST06A</td>
<td>50</td>
</tr>
<tr>
<td>RGRCOMST07A</td>
<td>30</td>
</tr>
<tr>
<td>RGRCOMST08A</td>
<td>50</td>
</tr>
<tr>
<td>RGRCOMST09A</td>
<td>70</td>
</tr>
<tr>
<td>RGRCOMST09A</td>
<td>25</td>
</tr>
<tr>
<td>RGRCOMST011A</td>
<td>40</td>
</tr>
</tbody>
</table>

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.
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

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**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 Therapy
WRB40199 Certificate IV in Beauty Therapy
WRB50199 Diploma of Beauty Therapy
WRB20399 Certificate II in Retail Cosmetic Assistant
CUE50798 Diploma of Entertainment (Make-Up)
3113B101 Certificate III in Health Science

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 successful students will recognise that the development of a professional and business-like approach will greatly enhance their

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.

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 manicure, pedicure 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
Certificate III in Beauty

COURSE CODE: WRB30199

Course Objectives
This course aims to provide students with the skills required to manage retail workplace facilitation; the knowledge, practical skills and techniques to perform, advise and counsel clients in waxing, manicure and pedicure, 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB01A</td>
<td>36</td>
</tr>
<tr>
<td>WRB02A</td>
<td>18</td>
</tr>
<tr>
<td>WRB03A-A</td>
<td>32</td>
</tr>
<tr>
<td>WRB03A-B</td>
<td>8</td>
</tr>
<tr>
<td>WRB04A</td>
<td>18</td>
</tr>
<tr>
<td>WRB05A</td>
<td>36</td>
</tr>
<tr>
<td>WRB06A</td>
<td>18</td>
</tr>
<tr>
<td>WRB07A</td>
<td>36</td>
</tr>
<tr>
<td>WRB08A</td>
<td>36</td>
</tr>
<tr>
<td>WRB13A</td>
<td>30</td>
</tr>
<tr>
<td>WRB14A</td>
<td>20</td>
</tr>
<tr>
<td>WRB15A</td>
<td>20</td>
</tr>
<tr>
<td>WRB16A-A</td>
<td>20</td>
</tr>
<tr>
<td>WRB16A-B</td>
<td>20</td>
</tr>
</tbody>
</table>

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.

Certificate IV in Beauty Therapy

COURSE CODE: WRB40199

Course Objectives
This course aims to provide students with the skills required to manage retail workplace facilitation; the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicure and pedicure, facial, 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 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.

Beauty Options

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB17A</td>
<td>40</td>
</tr>
<tr>
<td>WRB18A</td>
<td>45</td>
</tr>
<tr>
<td>WRB19A</td>
<td>40</td>
</tr>
<tr>
<td>WRB20A</td>
<td>15</td>
</tr>
<tr>
<td>WRB21A</td>
<td>40</td>
</tr>
</tbody>
</table>

Module descriptors are listed by code under the Module Details section of this Handbook.
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, manicure and pedicure, 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 the profession; provide a recognized 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 workplace facilitation.

Course Structure

Students must complete all units.

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB24A-B.2</td>
<td>41</td>
</tr>
<tr>
<td>WRB24A-C</td>
<td>9</td>
</tr>
<tr>
<td>WRB25A-A</td>
<td>122</td>
</tr>
<tr>
<td>WRB25A-B</td>
<td>30</td>
</tr>
<tr>
<td>WRB15A</td>
<td>20</td>
</tr>
<tr>
<td>WRB27A</td>
<td>116</td>
</tr>
<tr>
<td>WRB21A</td>
<td>40</td>
</tr>
<tr>
<td>WRB26A-A</td>
<td>80</td>
</tr>
<tr>
<td>WRB26A-B</td>
<td>41</td>
</tr>
<tr>
<td>WRB26A-C</td>
<td>24</td>
</tr>
<tr>
<td>WRB40A</td>
<td>36</td>
</tr>
</tbody>
</table>

WRB16A-B Skin Biology 20
WRB17A Provide Manicure & Pedicure 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 A.2 Anatomy & Physiology B 41
WRB24A A.2 Assessment during Facial Treatments 9
WRB25A A.2 Provide Facial Treatments 122
WRB25A B. Skin D 30
WRB26A A. Provide Advanced Facial Treatments 80
WRB26A B. Cosmetic Chemistry 41
WRB26A C. Basic Electricity 24
WRB27A Provide Body Treatments 116
WRB28A Aesthetic Aromatherapy Massage 60
WRB29A A. Permanent Epilation A 80
WRB29A B. 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

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.

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB801A</td>
<td>36</td>
</tr>
<tr>
<td>WRB802A</td>
<td>18</td>
</tr>
<tr>
<td>WR803A-A</td>
<td>32</td>
</tr>
<tr>
<td>WR803A-B</td>
<td>8</td>
</tr>
<tr>
<td>WR804A</td>
<td>18</td>
</tr>
<tr>
<td>WR805A</td>
<td>36</td>
</tr>
<tr>
<td>WR806A</td>
<td>18</td>
</tr>
<tr>
<td>WR807A</td>
<td>36</td>
</tr>
<tr>
<td>WR808A</td>
<td>36</td>
</tr>
<tr>
<td>WR813A</td>
<td>30</td>
</tr>
<tr>
<td>WR814A</td>
<td>20</td>
</tr>
<tr>
<td>WR815A</td>
<td>20</td>
</tr>
<tr>
<td>WR816A-A</td>
<td>20</td>
</tr>
</tbody>
</table>

WRB01A A. Communicate with Clients 36
WRB02A A. Work Effectively in a Salon/Store Environment 18
WRB03A A. Apply Safe Working Practices 40
WRB04A A. Perform Salon/Store Cleaning duties 18
WRB05A A. Merchandise Beauty Products 36
WRB06A A. Sell Beauty Products 18
WRB07A A. Conduct Financial Transactions 36
WRB08A A. Provide Service to Clients 36

Retail Cosmetics Stream

WRB09A A. Perform Stock Control Procedures
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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate a business opportunity</td>
<td>20</td>
</tr>
<tr>
<td>Complete a business plan</td>
<td>30</td>
</tr>
<tr>
<td>Address legal &amp; administrative requirements</td>
<td>20</td>
</tr>
<tr>
<td>Address customer requirements</td>
<td>30</td>
</tr>
<tr>
<td>Manage business operations</td>
<td>30</td>
</tr>
<tr>
<td>Manage finances</td>
<td>40</td>
</tr>
<tr>
<td>Review business</td>
<td>20</td>
</tr>
<tr>
<td>Design, apply &amp; remove specialized make up</td>
<td>160</td>
</tr>
</tbody>
</table>

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 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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Skills Development</td>
<td>51</td>
</tr>
<tr>
<td>Surface Anatomy</td>
<td>51</td>
</tr>
<tr>
<td>Theory of Movement</td>
<td>51</td>
</tr>
<tr>
<td>Nutrition for Masseurs</td>
<td>51</td>
</tr>
<tr>
<td>Applied Principles Transverse Friction/ Deep Tissue Techniques</td>
<td>24</td>
</tr>
<tr>
<td>Advanced Massage Techniques</td>
<td>51</td>
</tr>
<tr>
<td>Trigger Point Therapy &amp; Massage for Joints</td>
<td>51</td>
</tr>
<tr>
<td>Physiology of Exercise</td>
<td>51</td>
</tr>
<tr>
<td>Pathology 1</td>
<td>34</td>
</tr>
<tr>
<td>Restorative Practicum</td>
<td>46</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT20099 Contemporary Health Issues</td>
<td>51</td>
</tr>
<tr>
<td>BT62310 Principles of Foot Reflexology</td>
<td>34</td>
</tr>
<tr>
<td>BT62338 Professional Skills &amp; Ethics</td>
<td>34</td>
</tr>
<tr>
<td>BT62374 Principles of Acupressure</td>
<td>34</td>
</tr>
<tr>
<td>BT62504 Applied Principles of Alexander &amp; Trager Technique</td>
<td>51</td>
</tr>
<tr>
<td>BT62509 Sport &amp; Recreation Massage</td>
<td>21</td>
</tr>
<tr>
<td>BT62510 Massage Research Project</td>
<td>51</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) WRH01A Maintain a safe, clean &amp; efficient work environment</td>
<td>30</td>
</tr>
<tr>
<td>WRH02A Communicate in the workplace</td>
<td>30</td>
</tr>
<tr>
<td>WRH03A Receive &amp; direct clients</td>
<td>20</td>
</tr>
<tr>
<td>WRH04A Prepare clients for salon services</td>
<td>10</td>
</tr>
<tr>
<td>WRH05A Co-ordinate salon tasks</td>
<td>10</td>
</tr>
<tr>
<td>WRH06A Remove chemicals from hair</td>
<td>20</td>
</tr>
<tr>
<td>WRH07A Schedule &amp; check-out clients</td>
<td>36</td>
</tr>
<tr>
<td>WRRS1A Sell products &amp; services</td>
<td>18</td>
</tr>
<tr>
<td>(ii) WRH09A Consult with Clients &amp; Diagnose Hair &amp; scalp conditions</td>
<td>10</td>
</tr>
<tr>
<td>WRH10A Treat Hair &amp; Scalp</td>
<td>10</td>
</tr>
<tr>
<td>WRH11A Cut Hair</td>
<td>170</td>
</tr>
<tr>
<td>WRH12A Dress (Style) Hair</td>
<td>135</td>
</tr>
<tr>
<td>WRH13A Perform Permanent Wave &amp; Chemical Relaxation Services</td>
<td>90</td>
</tr>
<tr>
<td>WRH14A Colour Hair</td>
<td>115</td>
</tr>
<tr>
<td>WRH15A Co-ordinate Salon Team</td>
<td>36</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ404A Train small groups</td>
<td>30</td>
</tr>
<tr>
<td>BSZ401A Plan Assessment</td>
<td>15</td>
</tr>
<tr>
<td>BSZ402A Conduct Assessment</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A Review Assessment</td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRER.1A</td>
<td>150</td>
</tr>
<tr>
<td>WRRER.1B</td>
<td>24</td>
</tr>
<tr>
<td>WRRCS.1A</td>
<td>27</td>
</tr>
<tr>
<td>WRRCS.1B</td>
<td>42</td>
</tr>
<tr>
<td>WRRFL.1A</td>
<td>18</td>
</tr>
<tr>
<td>WRRCA.1A</td>
<td>21</td>
</tr>
<tr>
<td>WRRCA.2A</td>
<td>36</td>
</tr>
<tr>
<td>WRRL.1A</td>
<td>36</td>
</tr>
<tr>
<td>WRRL.1B</td>
<td>18</td>
</tr>
</tbody>
</table>

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 or equivalent participants are eligible to apply for entry into Stage 2.

<table>
<thead>
<tr>
<th>Core Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRFL2A</td>
</tr>
<tr>
<td>WRRCS.2A</td>
</tr>
<tr>
<td>WRRCS.3A</td>
</tr>
<tr>
<td>WRRFL.1A</td>
</tr>
<tr>
<td>WRRCA.1A</td>
</tr>
</tbody>
</table>

Elective Stream Modules
Participants must complete one of the following streams.

General Selling Stream

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRM.1A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.1A</td>
<td>18</td>
</tr>
<tr>
<td>WRRS.2A</td>
<td>27</td>
</tr>
</tbody>
</table>

General Fresh Food Stream

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRS.1A</td>
<td>18</td>
</tr>
<tr>
<td>WRRFL2A</td>
<td>27</td>
</tr>
<tr>
<td>WRRFS.1A</td>
<td>21</td>
</tr>
<tr>
<td>WRRFM.1A</td>
<td>30</td>
</tr>
</tbody>
</table>

Clerical Administrative Stream

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCA.2A</td>
<td>18</td>
</tr>
<tr>
<td>WRRCA.3A</td>
<td>36</td>
</tr>
<tr>
<td>WRRF.2A</td>
<td>27</td>
</tr>
</tbody>
</table>

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.

Stage 3: Certificate III in Retail Operations
Participants must complete one of the following elective streams.

Training Streams

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRR.4A</td>
<td>36</td>
</tr>
<tr>
<td>WRRR.5A</td>
<td>36</td>
</tr>
</tbody>
</table>

General Selling Stream

Participants must complete one of the following modules:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCS.4A</td>
<td>36</td>
</tr>
<tr>
<td>WRRM.2A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.3A</td>
<td>36</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRR.2A</td>
<td>18</td>
</tr>
<tr>
<td>WRR.3A</td>
<td>36</td>
</tr>
</tbody>
</table>

Plus two of the following if completing the General Selling Stream or one of the following if completing the Training Stream:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRSF.4A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.1A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.2A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.3A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.4A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.5A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.6A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.7A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.8A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.9A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.10A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.11A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.12A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.13A</td>
<td>36</td>
</tr>
<tr>
<td>WRRS.14A</td>
<td>36</td>
</tr>
</tbody>
</table>

Retail Administration/ Finance Stream

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRR.2A</td>
<td>18</td>
</tr>
<tr>
<td>WRRR.3A</td>
<td>18</td>
</tr>
<tr>
<td>WRRR.4A</td>
<td>36</td>
</tr>
<tr>
<td>WRRF.3A</td>
<td>36</td>
</tr>
<tr>
<td>WRRF.4A</td>
<td>36</td>
</tr>
</tbody>
</table>

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

158
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRER.4A</td>
<td>Implement Staff Training</td>
<td>36</td>
</tr>
<tr>
<td>WRRER.5A</td>
<td>Assess Workplace Competencies</td>
<td>36</td>
</tr>
<tr>
<td>WRRO.3A</td>
<td>Provide a Safe Working Environment</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM.1A</td>
<td>Administer Human Resources Policy</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM.2A</td>
<td>Recruit &amp; Select Personnel</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM.3A</td>
<td>Lead &amp; Manage People</td>
<td>30</td>
</tr>
<tr>
<td>WRRPL.1A</td>
<td>Manage Financial Resources</td>
<td>36</td>
</tr>
</tbody>
</table>

Elective Modules
Plus a minimum of 2 Elective Modules

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCA.4A</td>
<td>Co-ordinate Retail Office</td>
<td>36</td>
</tr>
<tr>
<td>WRRF.4A</td>
<td>Prepare Payroll</td>
<td>36</td>
</tr>
<tr>
<td>WRRO.1A</td>
<td>Manage Merchandise &amp; Store Presentation</td>
<td>36</td>
</tr>
<tr>
<td>WRRO.2A</td>
<td>Manage Sales &amp; Service Delivery</td>
<td>36</td>
</tr>
<tr>
<td>WRRO.4A</td>
<td>Control Store Security / Loss</td>
<td>36</td>
</tr>
<tr>
<td>WRRO.5A</td>
<td>Control Inventory</td>
<td>36</td>
</tr>
<tr>
<td>WRRO.6A</td>
<td>Manage Store Facilities</td>
<td>27</td>
</tr>
<tr>
<td>WRRPL.1A</td>
<td>Buy Merchandise</td>
<td>50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRINF.1A</td>
<td>Analyse &amp; Communicate Information</td>
<td>80</td>
</tr>
<tr>
<td>WRRPL.2A</td>
<td>Set Strategic Plans</td>
<td>80</td>
</tr>
<tr>
<td>WRRPL.3A</td>
<td>Initiate &amp; Implement Change</td>
<td>150</td>
</tr>
</tbody>
</table>

Elective Modules
Plus one of the following elective modules:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRO.1A</td>
<td>Manage Merchandise &amp; Store Presentation</td>
<td>36</td>
</tr>
<tr>
<td>WRRO.6A</td>
<td>Manage Store Facilities</td>
<td>27</td>
</tr>
</tbody>
</table>

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 I 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]
- THH31297 Certificate III 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

including

- THT40398 Certificate IV in Tourism (Guiding)
- SRO40199 Certificate IV in Sport & Recreation

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
- THHCO R01A Work with Colleagues & Customers 15
- THHCO R02A Work in a Socially Diverse Environment 15
- THHCO R03A Follow Health, Safety & Security Procedures 5
- THHHCO 01A Develop & Update Hospitality Industry Knowledge 25
- THHHHS01 Follow Workplace Hygiene Procedures 15
- THHHKA01A Organise & Prepare Food 20
- THHHKA02A Present Food 6
- THHHKA03A Receive & Store Stock 10
- THHHKA04A 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 - 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
- THHCO R01A Work with Colleagues & Customers 15
- THHCO R02A Work in a Socially Diverse Environment 10

Elective Units
- THHCO R03A Follow Health, Safety & Security Procedures 5
- THHHCO 01A Develop & Update Hospitality Industry Knowledge 25
- THHHHS01A Follow Workplace Hygiene Procedures 15

Functional Modules
- THHHFB01A Operate a Bar 30
- THHHFB01A Clean & Tidy Bar Areas 10
- THHAD F03A Prepare & Serve Cocktails 20
- THHHFB10A Prepare & Serve Non-Alcoholic Beverages 15
- THHHFB04A Provide Table Service of Alcoholic Beverages 50
- THHHFB09A Provide Responsible Service of Alcohol 10

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO R01A</td>
<td>15</td>
</tr>
<tr>
<td>THHCO R02A</td>
<td>15</td>
</tr>
<tr>
<td>THHCO R03A</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO 01A</td>
<td>25</td>
</tr>
<tr>
<td>THHHHS01A</td>
<td>15</td>
</tr>
<tr>
<td>THHHKA01A</td>
<td>20</td>
</tr>
<tr>
<td>THHHKA02A</td>
<td>6</td>
</tr>
<tr>
<td>THHHKA03A</td>
<td>10</td>
</tr>
<tr>
<td>THHHKA04A</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units
- THHHFB01A Operate a Bar 30
- THHHFB01A Clean & Tidy Bar Areas 10
- THHAD F03A Prepare & Serve Cocktails 20
- THHHFB10A Prepare & Serve Non-Alcoholic Beverages 15
- THHHFB04A Provide Table Service of Alcoholic Beverages 50
- THHHFB09A Provide Responsible Service of Alcohol 10
The Certificate II is designed to prepare students for operational seek entry to the Certificate IV/ Diploma of Hospitality seek employment in the Hospitality Industry

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHGFA01A</td>
<td>15</td>
</tr>
<tr>
<td>THHGFA02A</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA02A</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>310</td>
</tr>
</tbody>
</table>

Assessment
Overall Assessment is by tests, assignments, reports, group work and practical observations.

Certificate II in Hospitality (Operations) [Accommodation Services]

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHHCO01A</td>
<td>25</td>
</tr>
<tr>
<td>THHHCO02A</td>
<td>25</td>
</tr>
<tr>
<td>THHHCO03A</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL</td>
<td>75</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHHCO01A</td>
<td>15</td>
</tr>
<tr>
<td>THHHCO02A</td>
<td>15</td>
</tr>
<tr>
<td>THHHCO03A</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>45</td>
</tr>
</tbody>
</table>

Note: A review of this training package is underway and the course structure may change.
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;
- 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:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01A Work with Colleagues &amp; Customers</td>
<td>15</td>
</tr>
<tr>
<td>THHCOR02A Work in a Socially Diverse Environment</td>
<td>10</td>
</tr>
<tr>
<td>THHCOR03A Follow Health, Safety &amp; Security Procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHCO01A Develop &amp; Update Hospitality Industry Knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGSA01A Follow Workplace Hygiene Procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHGSA02A Communication on the Telephone</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS02A Promote Products &amp; Services to Customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGCS03A Deal with Conflict Situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01A Coach Others in Jobs Skills</td>
<td>20</td>
</tr>
</tbody>
</table>

A minimum of 10 additional units from the following areas, with a minimum of 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 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:
  - THTSO02A Source & Provide Destination Information & Advice
  - THTSO03A Access & Interpret Product Information
  - THTSO04A Sell Tourism Products & Services
  - THTSO05A Prepare Quotations
  - THTSO06A Receive & Process Reservations
  - THTSO07A Book & Co-ordinate Supplier Services
  - THTSO08A Operate a Computerised Reservation System
  - THTSO09A Process Non-Air Documentation
  - THTSO10A Construct & Ticket Domestic Airfares
  - THTSO11A Construct & Ticket Normal International Airfares
  - THTSO12A Construct & Ticket Promotional International Airfares
  - THTSO15A 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
- THHCO01A Work with Colleagues & Customers
- THHCO02A Work in a Socially Diverse Environment
- THHCO03A Follow Health, Safety & Security Procedures
- THHCO04A Develop & Update Hospitality Industry Knowledge
- THHGHS01A Follow Workplace Hygiene Procedures
- THHBA01A Organise & Prepare Food
- THHBA02A Present Food
- THHBA03A Receive & Store Stock
- THHBA04A Clean & Maintain Premises
- THHBC01A Use Basic Methods of Cookery
- THHBC02A Prepare Appetisers & Salads
- THHBC02A Prepare Sandwiches
- THHBC03A Prepare Stocks & Sauces
- THHBC05A Prepare & Cook Poultry & Game
- THHBC06A Prepare & Cook Seafood
- THHBC07A Identify & Prepare Meat
- THHBC08A Prepare Hot & Cold Desserts
- THHBC09A Prepare Pastry, Cakes & Yeast Goods
- THHBC10A Plan & Prepare Food for Buffets
- THHBC11A Implement Food Safety Procedure
- THHBC12A Produce Documents on Computer
- THHBC12A Produce Sandwiches
- THHBC13A Prepare Soups
- THHBC14A Prepare Stocks & Sauces
- THHBC15A Prepare Vegetables, Eggs & Farinaceous Dishes
- THHCG01A Use Basic Methods of Catering
- THHCG02A Plan & Prepare Food for Buffets
- THHCG03A Prepare Soups
- THHCG04A Prepare Stocks & Sauces
- THHCG05A Prepare & Cook Poultry & Game
- THHCG06A Prepare & Cook Seafood
- THHCG07A Prepare Hot & Cold Desserts
- THHCG08A Prepare Pastry, Cakes & Yeast Goods
- THHCG09A Plan & Prepare Food for Buffets
- THHCG10A Implement Food Safety Procedure
- THHCG11A Produce Documents on Computer
- THHCG12A Produce Sandwiches
- THHCG13A Prepare Soups
- THHCG14A Prepare Stocks & Sauces
- THHCG15A Prepare Vegetables, Eggs & Farinaceous Dishes
- THHHCO01A Develop & Update Hospitality Industry Knowledge

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 Units

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO01A Work with Colleagues &amp; Customers</td>
<td>15</td>
</tr>
<tr>
<td>THHCO02A Work in a Socially Diverse Environment</td>
<td>10</td>
</tr>
<tr>
<td>THHCO03A Follow Health, Safety &amp; Security Procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHCO04A Develop &amp; Update Hospitality Industry Knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01A Follow Workplace Hygiene Procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHBA01A Organise &amp; Prepare Food</td>
<td>20</td>
</tr>
<tr>
<td>THHBA02A Present Food</td>
<td>6</td>
</tr>
<tr>
<td>THHBA03A Receive &amp; Store Stock</td>
<td>10</td>
</tr>
<tr>
<td>THHBA04A Clean &amp; Maintain Premises</td>
<td>10</td>
</tr>
<tr>
<td>THHBC01A Use Basic Methods of Cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHBC02A Prepare Appetisers &amp; Salads</td>
<td>25</td>
</tr>
<tr>
<td>THHBC02A Prepare Sandwiches</td>
<td>6</td>
</tr>
<tr>
<td>THHBC03A Prepare Stocks &amp; Sauces</td>
<td>28</td>
</tr>
<tr>
<td>THHBC05A Prepare &amp; Cook Poultry &amp; Game</td>
<td>25</td>
</tr>
<tr>
<td>THHBC06A Prepare &amp; Cook Seafood</td>
<td>30</td>
</tr>
<tr>
<td>THHBC07A Identify &amp; Prepare Meat</td>
<td>50</td>
</tr>
<tr>
<td>THHBC08A Prepare Hot &amp; Cold Desserts</td>
<td>50</td>
</tr>
<tr>
<td>THHBC09A Prepare Pastry, Cakes &amp; Yeast Goods</td>
<td>35</td>
</tr>
<tr>
<td>THHBC10A Plan &amp; Prepare Food for Buffets</td>
<td>25</td>
</tr>
<tr>
<td>THHGA01A Communicate on the Telephone</td>
<td>5</td>
</tr>
<tr>
<td>THHGS02A Promote Products &amp; Services to Customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGCS03A Deal with Conflict Situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGTRO1A Coach Others in Job Skills</td>
<td>20</td>
</tr>
</tbody>
</table>

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 (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 the Master of Arts (Hotel and Catering Management) at the University of Dundee, Scotland with credits by negotiation.
The 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).

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHBF09A</td>
<td>Maintain Financial Records</td>
</tr>
<tr>
<td>THHGS05A</td>
<td>Organise Functions</td>
</tr>
<tr>
<td>THHGGA02A</td>
<td>Plan &amp; Manage Meetings</td>
</tr>
<tr>
<td>THHGGA03A</td>
<td>Plan &amp; Establish Systems &amp; Procedures</td>
</tr>
<tr>
<td>THHGGA03A</td>
<td>Provide First Aid</td>
</tr>
<tr>
<td>THHGGL03A</td>
<td>Develop &amp; Implement Occupational Plans</td>
</tr>
<tr>
<td>THHGGL04A</td>
<td>Establish &amp; Maintain a Safe &amp; Secure Workplace</td>
</tr>
<tr>
<td>THHGGL05A</td>
<td>Roster Staff</td>
</tr>
<tr>
<td>THHGGL10A</td>
<td>Manage Workplace Relations</td>
</tr>
<tr>
<td>THHGGL14A</td>
<td>Prepare &amp; Monitor Budgets</td>
</tr>
<tr>
<td>THHGGL20A</td>
<td>Develop &amp; Maintain the Legal Knowledge Required for Business Compliance</td>
</tr>
<tr>
<td>THHSCAT02A</td>
<td>Plan the Total Concept for a Major Event or Function</td>
</tr>
<tr>
<td>THFPPD09A</td>
<td>Develop Conference Programs</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>480</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHGFA04A</td>
<td>Prepare Financial Statements</td>
</tr>
<tr>
<td>THHGGL11A</td>
<td>Manage Quality Customer Service</td>
</tr>
<tr>
<td>THHGGL12A</td>
<td>Develop &amp; Manage Marketing Strategies</td>
</tr>
<tr>
<td>THHGGL15A</td>
<td>Manage Financial Operations</td>
</tr>
<tr>
<td>THHGGL16A</td>
<td>Manage Physical Assets</td>
</tr>
<tr>
<td>THHGGL17A</td>
<td>Manage &amp; Purchase Stock</td>
</tr>
<tr>
<td>THHGGL19A</td>
<td>Develop &amp; Implement a Business Plan</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>340</strong></td>
</tr>
<tr>
<td>Total of Cert. IV + Dip. + Adv. Dip</td>
<td>1785</td>
</tr>
</tbody>
</table>
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  
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 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 (Visitor Information Services) 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Module Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>THTCO01A</td>
<td>THT50198 Create a Promotional Display/Stand</td>
</tr>
<tr>
<td>THT5020A</td>
<td>THT50198 Source &amp; Provide Destination Information &amp; Advice</td>
</tr>
<tr>
<td>THTSO03A</td>
<td>THTSOP08A Operate a Computerised Reservation System</td>
</tr>
<tr>
<td>THTSO04A</td>
<td>THTSOP09A Prepare Quotations</td>
</tr>
<tr>
<td>THTSO05A</td>
<td>THTSOP06A Receive &amp; Process Reservations</td>
</tr>
<tr>
<td>THTSOP07A</td>
<td>THTSOP07A Book &amp; Co-ordinate Supplier Services</td>
</tr>
<tr>
<td>THT5030A</td>
<td>THTSOP08A Operate a Computerised Reservation System</td>
</tr>
<tr>
<td>THTSO09A</td>
<td>THTSOP09A Prepare Business Documents</td>
</tr>
<tr>
<td>THTSOP10A</td>
<td>THTSOP10A Book &amp; Co-ordinate Supplier Services</td>
</tr>
<tr>
<td>THTLC01A</td>
<td>THTSOP10A Book &amp; Co-ordinate Supplier Services</td>
</tr>
</tbody>
</table>

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.

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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**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTHBFO007A</td>
<td>5</td>
</tr>
<tr>
<td>TTHGLE03A</td>
<td>50</td>
</tr>
<tr>
<td>TTHC0R01A</td>
<td>15</td>
</tr>
<tr>
<td>TTHC0R02A</td>
<td>10</td>
</tr>
<tr>
<td>TTHC0R03A</td>
<td>5</td>
</tr>
<tr>
<td>TTHGCS05A</td>
<td>20</td>
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<tr>
<td>TTHGCS04A</td>
<td>50</td>
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<tr>
<td>TTHGCS07A</td>
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<td>TTHGCT01A</td>
<td>10</td>
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<td>TTHGCT02A</td>
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<tr>
<td>TTHGFA01A</td>
<td>15</td>
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<tr>
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**Module Details**

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 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 18 months commencing February. This course will be offered at the Werribee and Sunbury Campuses.

**Course Structure**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TTHBFO007A</td>
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</tr>
<tr>
<td>TTHC0R01A</td>
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</tr>
<tr>
<td>TTHC0R02A</td>
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</tr>
<tr>
<td>TTHC0R03A</td>
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<tr>
<td>TTHGCS05A</td>
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<tr>
<td>TTHGCT01A</td>
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<td>30</td>
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<tr>
<td>TTHGDE14A</td>
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</tbody>
</table>

**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.
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**

<table>
<thead>
<tr>
<th>Common Core Modules</th>
<th>Hours</th>
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<tr>
<td>Module Code</td>
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<tr>
<td>SFTHHBFO07A</td>
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<tr>
<td>THHCO R01A</td>
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<tr>
<td>THHCO R03A</td>
<td>5</td>
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<tr>
<td>THHGC S03A</td>
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<td>THHGC S06A</td>
<td>40</td>
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<tr>
<td>THHCT01A</td>
<td>10</td>
</tr>
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</table>

**Course Objectives**

Upon fulfilling the course requirements students will be eligible to: seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial credits)

seek entry to the Bachelor of Business (Hospitality and Tourism Management) VUT with substantial 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;

**Course Objectives**

Upon fulfilling the course requirements students will be eligible to: 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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>THHBF007A</td>
<td>Communicate on the Telephone</td>
<td>5</td>
</tr>
<tr>
<td>THHCOR01A</td>
<td>Work with Colleagues &amp; Customers</td>
<td>15</td>
</tr>
<tr>
<td>THHCOR02A</td>
<td>Work in a Socially Diverse Environment</td>
<td>10</td>
</tr>
<tr>
<td>THHCOR03A</td>
<td>Follow Health, Safety &amp; Security Procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHCGS03A</td>
<td>Deal with Conflict Situations</td>
<td>20</td>
</tr>
<tr>
<td>THHCGS06A</td>
<td>Establish &amp; Conduct Business Relationships</td>
<td>40</td>
</tr>
<tr>
<td>THHGT00A</td>
<td>Access &amp; Retrieve Computer Data</td>
<td>10</td>
</tr>
<tr>
<td>THHGT02A</td>
<td>Produce Documents on Computer</td>
<td>30</td>
</tr>
<tr>
<td>THHGT03A</td>
<td>Design &amp; Develop Computer Documents, Reports &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Worksheets</td>
<td></td>
</tr>
<tr>
<td>THHGA01A</td>
<td>Prepare Financial Statements</td>
<td>35</td>
</tr>
<tr>
<td>THHGA01A</td>
<td>Process Financial Transactions</td>
<td>15</td>
</tr>
<tr>
<td>THHGD02A</td>
<td>Perform Clerical Procedures</td>
<td>20</td>
</tr>
<tr>
<td>THHGD04A</td>
<td>Prepare Business Documents</td>
<td>25</td>
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<tr>
<td>THHGD05A</td>
<td>Plan &amp; Manage Meetings</td>
<td>20</td>
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<tr>
<td>THHGD08A</td>
<td>Plan &amp; Establish Systems &amp; Procedures</td>
<td>25</td>
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<tr>
<td>THHGD09A</td>
<td>Manage Projects</td>
<td>60</td>
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<tr>
<td>THHGL00A</td>
<td>Monitor Work Operations</td>
<td>30</td>
</tr>
<tr>
<td>THHGL02A</td>
<td>Implement Workplace Health, Safety &amp; Security</td>
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</tr>
<tr>
<td></td>
<td>Procedures</td>
<td></td>
</tr>
<tr>
<td>THHGL03A</td>
<td>Develop &amp; Implement Operational Plans</td>
<td>50</td>
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<tr>
<td>THHGL04A</td>
<td>Establish &amp; Maintain a Safe &amp; Secure Workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHGL05A</td>
<td>Roster Staff</td>
<td>30</td>
</tr>
<tr>
<td>THHGL06A</td>
<td>Lead &amp; Manage People</td>
<td>60</td>
</tr>
<tr>
<td>THHGL09A</td>
<td>Manage Workplace Diversity</td>
<td>60</td>
</tr>
<tr>
<td>THHGL10A</td>
<td>Manage Workplace Relations</td>
<td>60</td>
</tr>
<tr>
<td>THHGL11A</td>
<td>Manage Quality Customer Service</td>
<td>30</td>
</tr>
<tr>
<td>THHGL12A</td>
<td>Manage Finances within a Budget</td>
<td>30</td>
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<tr>
<td>THHGL14A</td>
<td>Prepare &amp; Monitor Budgets</td>
<td>30</td>
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<tr>
<td>THHGL15A</td>
<td>Manage Financial Operations</td>
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<tr>
<td>THHGL16A</td>
<td>Manage Physical Assets</td>
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<tr>
<td>THHGL19A</td>
<td>Develop &amp; Implement a Business Plan</td>
<td>40</td>
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<tr>
<td>THHGL20A</td>
<td>Develop &amp; Maintain the Legal Knowledge Required</td>
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<td></td>
<td>for Business Compliance</td>
<td>60</td>
</tr>
<tr>
<td>THHGT01A</td>
<td>Coach Others in Job Skills</td>
<td>30</td>
</tr>
<tr>
<td>THTPD02A</td>
<td>Research Tourism Data</td>
<td>100</td>
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<tr>
<td>THTPD03A</td>
<td>Source &amp; Package Tourism Products &amp; Services</td>
<td>50</td>
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<tr>
<td>THTSMA01A</td>
<td>Co-ordinate the Production of Brochures &amp; Marketing Materials</td>
<td>40</td>
</tr>
<tr>
<td>THTSMA02A</td>
<td>Create a Promotional Display/Stand</td>
<td>20</td>
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<tr>
<td>THTSOP02A</td>
<td>Source &amp; Provide Destination Information &amp; Advice</td>
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<tr>
<td>THTSOP03A</td>
<td>Access &amp; Interpret Product Information</td>
<td>55</td>
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<tr>
<td>THTSOP04A</td>
<td>Sell Tourism Products &amp; Services</td>
<td>20</td>
</tr>
<tr>
<td>THTTC001A</td>
<td>Develop &amp; Update Tourism Industry Knowledge</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>

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.
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 BEHAVIOUR 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

206/05 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 goods; 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, 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

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
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 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

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
**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

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**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

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**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

---

**AAA644 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 Practice and guidelines for specific matters which may arise in the workplace.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**AAA645 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

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**AAA650 Laboratory Animal Husbandry**

**Campus** To be advised

**Prerequisite(s)** AAA650 Laboratory Animal Husbandry.

**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** Examine personal and community issues of animal ethics; Understand the legislation, Australian Codes of Practice and guidelines for specific matters which may arise in the workplace.

**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 Practice 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

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**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
AAA660 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

AAA661 ANIMAL NUTRITION
Campus To be advised
Prerequisite(s) AAA650/651/652 Laboratory/ Farm/ Companion Animal Husbandry, AAA710 Anatomy & Physiology II.
Content Diets of selected animals and functions of their digestive systems; Diet for 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 animal husbandry, 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 and Hygiene, AAA654 Animal Ethics and Welfare, AAA655 Practical Animal Breeding, AAA656 Laboratory Techniques.
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 animal; Assist in identifying and controlling disease; Examine the significance of, and mechanisms by which, disease process may influence the design and outcomes of experiments; Interpret scientific and research literature.
Required Reading To be advised
<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA656</td>
<td>Barrier Maintained Animals</td>
<td>To be advised</td>
<td>AAA702 Biological Techniques B.</td>
<td>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.</td>
<td>45 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>AAA667</td>
<td>Animal Practical Skills Book</td>
<td>To be advised</td>
<td>AAA656 Barrier Maintained Animals</td>
<td>Prerequisite(s) To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>AAA668</td>
<td>Animal Anatomy and Physiology</td>
<td>To be advised</td>
<td>AAA709 Anatomy and Physiology I.</td>
<td>Prerequisite(s) AAA709 Anatomy and Physiology I.</td>
<td>45 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA702</td>
<td>Biological Techniques B</td>
<td>To be advised</td>
<td>AAA751 Chemical Principles, AAA752 Chemical Laboratory Techniques.</td>
<td>Prerequisite(s) AAA751 Chemical Principles, AAA752 Chemical Laboratory Techniques.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA705</td>
<td>Biochemistry I</td>
<td>To be advised</td>
<td>AAA702 Biological Techniques B.</td>
<td>Prerequisite(s) AAA702 Biological Techniques B.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA709</td>
<td>Anatomy and Physiology I</td>
<td>To be advised</td>
<td>AAA709/710</td>
<td>Prerequisite(s) AAA709 Anatomy and Physiology I &amp; II.</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA711</td>
<td>Genetics</td>
<td>To be advised</td>
<td>AAA709/710</td>
<td>Prerequisite(s) AAA709/710 Anatomy and Physiology I &amp; II.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA712</td>
<td>General Microbiology</td>
<td>To be advised</td>
<td>AAA702 Biological Techniques B.</td>
<td>Prerequisite(s) AAA702 Biological Techniques B.</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA720</td>
<td>Vertebrate Zoology</td>
<td>To be advised</td>
<td>AAA709/710</td>
<td>Prerequisite(s) AAA709/710 Anatomy and Physiology I &amp; II.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>AAA721</td>
<td>Invertebrate Zoology</td>
<td>To be advised</td>
<td>AAA709/710</td>
<td>Prerequisite(s) AAA709/710 Anatomy and Physiology I &amp; II.</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
AAA722 PLANT IDENTIFICATION
Campus To be advised
Prerequisite(s) AAA703 Biology; AAA722 Plant Identification.
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 Australia 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 and 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) AAA750 Introductory Chemistry.
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

AAA654 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 story residential scale buildings.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum
ABC002 CONSTRUCTION 2A
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

ABC002 CONSTRUCTION 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

ABC009 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): ABC002 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. Building Practical Experience 1
Content: To provide students with exposure to as many relevant facets of the industry as possible in a given number of days, preferably, spread over the duration of their course.
Required Reading: To be advised
Nominal Hours: 600 Hours
Assessment: As per accredited curriculum

ABC076 BUILDING QUANTITIES AND ESTIMATING 1
Campus: To be advised
ABC084 BUILDING SITE SURVEYING AND SET OUT 1
Campus To be advised
Prerequisite(s) ABC076 Building quantities and estimating 1.
Content Knowledge of supervision techniques as they apply to building sites.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

ABC083 BUILDING SITE SURVEYING AND SET OUT 2
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

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 recognize 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

ABC090 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

ABC091 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
ABC 102 RESIDENTIAL SITE SAFETY
Campus To be advised
Prerequisite(s) To be advised
Content Provides the participants with the knowledge to 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

ABC 105 TIMBER FRAME DESIGN
Campus To be advised
Prerequisite(s) ABC 001 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

ABC 107 BUILDING COMPUTER APPLICATIONS 2
Campus To be advised
Prerequisite(s) ABC 064 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

ABC 115 BUILDING STUDIO 1
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

ABC 116 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

ABC 117 BUILDING STUDIO 3
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

ABC 301 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

ABC 303 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

ABC 305 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

ABC 307 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; Discuss the impact of urban and industrial development on ecosystems.
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 workplace 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 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

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 50 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

ABC302 OCCUPATIONAL HEALTH & SAFETY 1
Campus To be advised
Prerequisite(s) To be advised
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 8 Hours
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 40 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 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC615</td>
<td>SOLID TIMBER CONSTRUCTION</td>
<td></td>
<td></td>
<td>Identify timber for constructing furniture using solid timber.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC616</td>
<td>BUILT-IN FURNITURE</td>
<td></td>
<td></td>
<td>Planning and constructing domestic and commercial built-in furniture.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC952</td>
<td>INSTRUCT OTHER WORKERS</td>
<td></td>
<td></td>
<td>Training other workers in the workplace.</td>
<td>To be advised</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC954</td>
<td>CHAIR MAKING - BASIC</td>
<td></td>
<td></td>
<td>Producing a chair from drawings and templates.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC957</td>
<td>ESTIMATING AND COSTING</td>
<td></td>
<td></td>
<td>Costing furniture materials and production.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC960</td>
<td>DESIGN PRINCIPLES - BASIC (FURNITURE)</td>
<td></td>
<td></td>
<td>Basic design principles and processes to initiate interest, progressive improvement and/ or successful application outcomes in designing furniture.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC963</td>
<td>WOOD TURNING</td>
<td></td>
<td></td>
<td>Operating a wood working lathe.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC966</td>
<td>HANDLING MATERIALS</td>
<td></td>
<td></td>
<td>Ordering and shipping materials; Moving materials within the workplace with the aid of mechanical devices.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABD209</td>
<td>RESEARCH SKILLS</td>
<td></td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABD500</td>
<td>OCCUPATIONAL HEALTH AND SAFETY FUNDAMENTALS</td>
<td></td>
<td></td>
<td>Historical development of OH&amp;S, acceptable/non-acceptable risk, State and Commonwealth OH&amp;S legislation, identification and assessment of common workplace hazards, prevention strategies.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABD501</td>
<td>OCCUPATIONAL HYGIENE 1</td>
<td></td>
<td></td>
<td>Philosophy, principles and practices of occupational hygiene including the nature of common hazards, their measurement and personal protection.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABD502</td>
<td>REHABILITATION AND WORKERS COMPENSATION 1</td>
<td></td>
<td></td>
<td>Overview of compensation system, importance of rehabilitation in minimising the effects of a work related illness or injury.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABD503</td>
<td>HAZARDOUS SUBSTANCES</td>
<td></td>
<td></td>
<td>ABD 500 Occupational Health and Safety Fundamentals, ABD 501 Occupational Hygiene 1.</td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Property of hazardous substances, methods of controlling exposure.**

**Required Reading** To be advised

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

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**ABD501 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, OHS legislative requirements.

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**ABD504 OCCUPATIONAL HEALTH AND SAFETY FOR THE NATURAL RESOURCE MANAGEMENT INDUSTRY**

**Campus** To be advised

**Prerequisite(s)** ABD 501 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

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**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

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**ABD506 INDUSTRIAL PLACEMENT 1**

**Campus** To be advised

**Prerequisite(s)** ABD 500 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

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**ABD507 OCCUPATIONAL HEALTH & SAFETY 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

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**ABD508 OHS & 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

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**ABD530 OCCUPATIONAL HYGIENE 2**

**Campus** To be advised

**Prerequisite(s)** ABD 501 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

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**ABD531 ENGINEERING CONTROLS**

**Campus** To be advised

**Prerequisite(s)** ABD 501 Occupational Hygiene 1, ABD 530 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

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**ABD532 RESOLUTION OF OCCUPATIONAL HEALTH & SAFETY ISSUES**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Occurrence of OHS 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

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**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

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**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

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**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

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**ABD560 OCCUPATIONAL HYGIENE 3**

**Campus** To be advised

**Prerequisite(s)** ABD 501 Occupational Hygiene 1, ABD 530 Occupational Hygiene 2, ABD 533 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

ABD567 WORKPLACE HEALTH AND SAFETY PROGRAMS
Campus To be advised
Prerequisite(s) ABD 505 Occupational Health and Safety Fundamentals, ABD 565 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

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

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

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

ABD569 OCCUPATIONAL HEALTH & SAFETY IN THE FOOD/DAIRY INDUSTRY
Campus To be advised
Prerequisite(s) Nil
Content OH&S law; role of employees and employers; impetus for change; 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

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) ABD 502 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

ABD569 OH&S MANAGEMENT IN THE FOOD/DAIRY INDUSTRY
Campus To be advised
Prerequisite(s) ABD 507 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) ABH 500 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 titles; 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 Tenancies.
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.
ABH517 INTRODUCTION TO SPECIALISED PROPERTY MANAGEMENT
Campus Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s) ABH512 Residential Tenancies, 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

ABH523 METHODS OF SALE
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

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

AUR01866 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

AUR0170 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

AUR02866 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.
AUR02170 SERVICE COOLING SYSTEMS AND ASSOCIATED COMPONENTS

Campus: Newport.
Prerequisite(s): To be advised
Content: Personal safety requirements; Vehicle/equipment safety requirements; Relevant Australian Design Rules (ADR's) applicable to cooling systems; Principles of operation of cooling systems; Service procedures for cooling systems and associated components (including coolant test procedures).
Required Reading: To be advised
Nominal Hours: 15 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) applicable to fuel systems; Principles of operation 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: 40 Hours
Assessment: As per endorsed training package

AUR04170 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: 15 Hours
Assessment: As per endorsed training package

AUR04710 REPAIR AND SERVICE EMISSION CONTROL SYSTEMS

Campus: Newport.
Prerequisite(s): To be advised
Content: Personal safety requirements; O H&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: Personal safety requirements; Vehicle/equipment safety requirements; Principles of operation of clutch assemblies and operating systems; 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

AUR06670 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 assembly and operating system test procedures; Clutch assembly and operating system repair/removal and replacement 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

AUR06770 SERVICE TRANSMISSION (MANUAL)

Campus: Newport.
Prerequisite(s): To be advised
Content: Personal safety requirements; Vehicle/equipment 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: 40 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>AUR10170</td>
<td>REPAIR TRANSMISSION (AUTOMATIC)</td>
<td>Newport</td>
<td>To be advised</td>
<td>Principles of operation of automatic transmissions; Types of automatic transmission fluids and their application; Automatic transmission service procedures/ tests and adjustments.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR10166</td>
<td>REPAIR BRAKING SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Brake system/ component test procedures; Brake system/ component repair, removal and replacement procedures.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR10170</td>
<td>SERVICE BRAKING SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR12666</td>
<td>REPAIR FINAL DRIVE ASSEMBLIES</td>
<td>Newport</td>
<td>To be advised</td>
<td>Manual handling techniques; Construction and operation of final drives relevant to application; Testing and adjustment procedures; Repair; removal and replacement procedures.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR12670</td>
<td>SERVICE FINAL DRIVE ASSEMBLIES</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements; Vehicles/ equipment safety requirements; Types of final drive lubricants and their application; Principles of operation of final drives/types and designs; Final drive assembly service procedures.</td>
<td>To be advised</td>
<td>5 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR13170</td>
<td>REPAIR FINAL DRIVE (DRIVELINE)</td>
<td>Newport</td>
<td>To be advised</td>
<td>Manual handling techniques; Construction and operation of drive lines relevant to application; Testing procedures; Repair; removal and replacement procedures.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR13170</td>
<td>SERVICE FINAL DRIVE (DRIVELINE)</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements; Vehicle/ equipment/ plant safety requirements; Types and designs of drive lines appropriate to application; Principles of operation of drive lines/ velocity fluctuations; Service procedures.</td>
<td>To be advised</td>
<td>5 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR13166</td>
<td>REPAIR STEERING SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>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; Repair; removal and replacement procedures for mechanical and power assisted steering systems.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR15170</td>
<td>SERVICE SUSPENSION SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements; Vehicles/ equipment safety requirements; Principles of operation of mechanical and power assisted steering systems; Steering system service procedures.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR15166</td>
<td>REPAIR STEERING SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Construction and operation of relevant types of suspension systems; Suspension system testing procedures and component evaluation; Repair; removal and replacement procedures.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR16170</td>
<td>SERVICE SUSPENSION SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements; Vehicles/ equipment safety requirements; Types of suspension systems and principles of operation; Suspension system service procedures.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR16166</td>
<td>REPAIR SUSPENSION SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Construction and operation of relevant types of suspension systems; Suspension system testing procedures and component evaluation; Repair; removal and replacement procedures.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>AUR18676</td>
<td>TEST, SERVICE AND REPAIR BATTERY</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements/ safe handling of battery electrolyte and acids; OHS 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.</td>
<td>To be advised</td>
<td>5 Hours</td>
<td>As per endorsed training package</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Required Reading</td>
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<td>AUR21266</td>
<td>REPAIR ELECTRONIC DRIVE MANAGEMENT SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Construction and operation of drive management systems/ components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic drive management systems/ components.</td>
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<tr>
<td>AUR21366</td>
<td>REPAIR ELECTRONIC BODY MANAGEMENT SYSTEMS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Construction and operation of body management systems/ components relevant to application; Repair, removal, replacement, testing and adjustment procedures for electronic body management systems/ components.</td>
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<tr>
<td>AUR23908</td>
<td>CARRY OUT THERMO PLASTIC REPAIR PROCEDURES</td>
<td>Newport</td>
<td>To be advised</td>
<td>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; Testing procedures for repaired components relevant to application.</td>
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<tr>
<td>AUR25008</td>
<td>CARRY OUT WELDING, THERMAL CUTTING AND HEATING PROCEDURES</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements/ OHS regulations/ requirements; Vehicle/ equipment safety requirements; 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.</td>
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<tr>
<td>AUR26008</td>
<td>CARRY OUT PRE-REPAIR OPERATIONS</td>
<td>Newport</td>
<td>To be advised</td>
<td>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.</td>
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<tr>
<td>AUR26108</td>
<td>CARRY OUT PRE-REPAIR OPERATIONS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements/OH&amp;S requirements/ regulations; Vehicle/ equipment safety requirements.</td>
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<tr>
<td>AUR26266</td>
<td>REPAIR BODY PANELS</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements/ OHS 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.</td>
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<tr>
<td>AUR26366</td>
<td>REPAIR MINOR STRUCTURAL DAMAGE</td>
<td>Newport</td>
<td>To be advised</td>
<td>Personal safety requirements/ OHS 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.</td>
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</table>
AUR26367 REPAIR MAJOR WELDED PANELS

Campus Newport.

Prerequisite(s) To be advised

Content Personal safety requirements/ OHS 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 BODY AND UNDERFRAME ALIGNMENT

Campus Newport.

Prerequisite(s) To be advised

Content Personal safety requirements/ OHS requirements / regulations; Vehicle/ equipment safety requirements; Manual handling techniques; Relevant alignment methods, repair 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/ OHS requirements / regulations; Vehicle/ 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 equipment.

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; Vehicle/ equipment safety requirements; Types of mouldings, transfers and decals; Fastening methods/ relevant mechanical fasteners/ 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/ OHS 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 PREPARE 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

AUR2908 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 220 Hours
Assessment As per endorsed training package

AUR3003 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

AUR3049 PREPARE AND PAINT PLASTIC COMPONENTS

Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/ equipment safety requirements; 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

AUR3023 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-sale 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
### AUR7023 WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

<table>
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<tr>
<th>Prerequisite(s)</th>
<th>Nil</th>
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</thead>
<tbody>
<tr>
<td>Content</td>
<td>Determine repair/service method; Complete service/repairs; Conduct testing procedures.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>120 Hours</td>
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<td>Assessment</td>
<td>As per endorsed training package</td>
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</table>

### AUR7023A FOLLOW WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

<table>
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<tr>
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<th>Newport</th>
</tr>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>OH&amp;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.</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
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<td>Assessment</td>
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### AUR7027B USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT

<table>
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<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Tools and equipment safety and operating procedures; Tools and equipment selection procedures; Basic maintenance procedures of tools and equipment.</td>
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<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
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### AUR7027H CONTRIBUTE TO WORKPLACE COMMUNICATION

<table>
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<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>The communication process; Written and oral communication skills; Use and maintenance of workplace records</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
</tr>
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<td>Assessment</td>
<td>As per endorsed training package</td>
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### AUR7024I ESTABLISH RELATIONS WITH CUSTOMERS

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</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Customer relationship principles; Relevant customer legislation; Questioning and active listening skills relevant to customer communication.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
</tr>
</tbody>
</table>

### BBJ306 REFLECTIVE LEARNING AND PRACTICE 1A

<table>
<thead>
<tr>
<th>Campus</th>
<th>Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Certificate II in General Education for Adults</td>
</tr>
<tr>
<td>Content</td>
<td>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 / determinant learning needs; Understanding learning to learn concepts.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>70 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

### BBJ307 REFLECTIVE LEARNING AND PRACTICE 1B

<table>
<thead>
<tr>
<th>Campus</th>
<th>Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Certificate II in General Education for Adults</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>70 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### BBJ308 REFLECTIVE LEARNING AND PRACTICE 2A

<table>
<thead>
<tr>
<th>Campus</th>
<th>Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Certificate IV in Further Education</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### BBJ309 REFLECTIVE LEARNING AND PRACTICE 2B

<table>
<thead>
<tr>
<th>Campus</th>
<th>Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Certificate IV in Further Education</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

### BCC1003A SITE DRAINAGE/DE-WATERING

<table>
<thead>
<tr>
<th>Campus</th>
<th>Industrial Skills Training Centre, Werribee Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells, trenches and pits; Clean up.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
BCC3012A 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

BCC3013A CONDUCT BACKHOE/LOADER OPERATIONS

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare job; 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

BCC3014A 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; Read and interpret plans; Operate tip truck; 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 20 Hours
Assessment As per accredited curriculum

BCC3015A 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; 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Prerequisite(s)</th>
<th>Campus</th>
<th>Hours</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3008A</td>
<td>CONDUCT SKID STEER LOADER OPERATIONS</td>
<td>Campus Industrial Skills Training Centre, Werribee Campus</td>
<td>To be advised</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCC3009A</td>
<td>CONDUCT ROLLER OPERATIONS</td>
<td>Campus Industrial Skills Training Centre, Werribee Campus</td>
<td>To be advised</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCC3010A</td>
<td>CONDUCT WATER CART OPERATIONS</td>
<td>Campus Industrial Skills Training Centre, Werribee Campus</td>
<td>To be advised</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCC3012A</td>
<td>CONDUCT DUMP TRUCK OPERATIONS</td>
<td>Campus Industrial Skills Training Centre, Werribee Campus</td>
<td>To be advised</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCC3014A</td>
<td>CONDUCT PIPELAYER OPERATIONS</td>
<td>Campus Industrial Skills Training Centre, Werribee Campus</td>
<td>To be advised</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCC3015A</td>
<td>CONDUCT RECYCLER OPERATIONS</td>
<td>Campus Industrial Skills Training Centre, Werribee Campus</td>
<td>To be advised</td>
<td>To be advised</td>
<td>160 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCC3017A</td>
<td>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</td>
<td>Campus Industrial Skills Training Centre, Werribee Campus</td>
<td>To be advised</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td>Campus To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>Nil</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>Campus To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>Nil</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION</td>
<td>Campus To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>Nil</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>PLAN AND ORGANISE WORK</td>
<td>Campus To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>Nil</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Prerequisite(s)</td>
<td>Campus</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>OBTAIN MEASUREMENTS; PERFORM SIMPLE CALCULATIONS; ESTIMATE APPROXIMATE QUANTITIES.</td>
<td>To be advised</td>
<td>20 Hours</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>16 Hours</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>IDENTIFY PLANT AND EQUIPMENT, THEIR OPERATIONS AND SAFETY REQUIREMENTS; SELECT PLANT AND EQUIPMENT; USE PLANT AND EQUIPMENT; CLEAN UP.</td>
<td>To be advised</td>
<td>40 Hours</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED HEIGHT SCAFFOLDING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>PLAN AND PREPARE WORK; ERECT SAFETY BARRIERS; ERECT SCAFFOLDING; DISMANTLE SCAFFOLD; CLEAN UP.</td>
<td>To be advised</td>
<td>40 Hours</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>8 Hours</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>16 Hours</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>SELECT TOOLS AND EQUIPMENT; ERECT AND STRIP SIMPLE FORMWORK; PLACE AND TIE REINFORCEMENT; PLACE CONCRETE; CLEAN UP.</td>
<td>To be advised</td>
<td>40 Hours</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>16 Hours</td>
</tr>
<tr>
<td>BCG1012A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (WALL AND FLOOR TILING)</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
</tr>
<tr>
<td>BCG1013A</td>
<td>PREPARE FOR CONSTRUCTION PROCESS (SOLID PLASTERING)</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
</tr>
</tbody>
</table>
BCG 1014A PREPARE FOR CONSTRUCTION PROCESS
(DRY WALL PLASTERING)
Campus To be advised
Prerequisite(s) BCG 1001A Carry out O,H&S requirements,
BCG 1005A Use hand and power tools, BCG 1006A 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

BCG 1015A PREPARE FOR CONSTRUCTION PROCESS
(BRICK/ BLOCK LAYING)
Campus To be advised
Prerequisite(s) BCG 1001A Carry out O,H&S requirements,
BCG 1005A Use hand and power tools, BCG 1006A Use small plant
and equipment, BCG 1007A 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

BCG 1016A PREPARE FOR CONSTRUCTION PROCESS
(CARPENTRY)
Campus To be advised
Prerequisite(s) BCG 1001A Carry out O,H&S requirements,
BCG 1005A Use hand and power tools, BCG 1006A Use small plant
and equipment.
Content Plan for construction process; Prepare materials selected for
construction process; Prepare work area suitable 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

BCG 1017A PREPARE FOR CONSTRUCTION PROCESS
(DEMOLITION)
Campus To be advised
Prerequisite(s) BCG 1001A Carry out O,H&S requirements,
BCG 1005A Use hand and power tools, BCG 1006A Use small plant
and equipment, BCG 1007A 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

BCG 1018A PREPARE FOR CONSTRUCTION PROCESS
(STEELWORK)
Campus To be advised
Prerequisite(s) BCG 1001A Carry out O,H&S requirements,
BCG 1005A Use hand and power tools, BCG 1006A 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; Erect or dismantle;
Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG 1019A PREPARE FOR CONSTRUCTION PROCESS
(PAINTING AND DECORATING)
Campus To be advised
Prerequisite(s) BCG 1001A Carry out O,H&S requirements,
BCG 1005A Use hand and power tools, BCG 1006A Use small plant
and equipment.
Content Plan and prepare work; Select materials and cut components;
Assemble frames/ partitions; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG 2000A ASSEMBLE SIMPLE PARTITION FRAMES
Campus To be advised
Prerequisite(s) BCG 1005A Use hand and power tools, BCG 1006A
Use small plant and equipment, BCG 1016A 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

BCG 2001A PREPARE SURFACES
Campus To be advised
Prerequisite(s) BCG 1005A Use hand and power tools, BCG 1006A
Use small plant and equipment, BCG 1007 Use small plant and
equipment, BCG 1007 Use small plant and equipment, BCG 1007 Use small plant
and equipment, BCG 1007 Use small plant and equipment, BCG 1007 Use small plant
and equipment, BCG 1007 Use small plant and equipment, BCG 1007 Use small plant
and equipment, BCG 1007 Use small plant and equipment, BCG 1007 Use small plant
and equipment, BCG 1007 Use small plant and equipment, BCG 1007 Use small plant
and equipment, BCG 1007 Use small plant and equipment, BCG 1007 Use small plant
and equipment, BCG 1007 Use small plant and equipment.
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

BCG 2002A OXY/ LPG ACETYLENE CUTTING
Campus To be advised
Prerequisite(s) BCG 1001A Carry out O,H&S requirements,
BCG 1005A Use hand and power tools, BCG 1006A 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

BCG 2003A 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, BCG1006A Use small plant and equipment.

Content Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.

Required Reading To be advised

Nominal Hours 32 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 8 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 work; Carry out concrete placement; Clean up site.

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 work; Carry out concrete placement; Clean up site.

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, BCG1006A Use small levelling devices, BCG2004A Carry out levelling.

Content Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Assessment
Nominal Hours
Assessment

BCG301A CARRY OUT BASIC SETTING OUT
Campus To be advised
Prerequisite(s) BCG1005A Read and interpret plans, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Operate forklift
Content Plan and prepare work; 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

BCG302A CONSTRUCT AND ERECT TIMBER WALL FRAMING
Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1003A Read and interpret plans, BCG105A Use hand and power tools, BCG106A Use small plant and equipment, BCG108A 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

BCG302A 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

BCG304A 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

BCG305A 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

BCG306A INSTALL SUB FLOOR FRAMING
Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG106A 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

BCG307A INSTALL TIMBER AND SHEET FLOORING
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; 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

BCG308A 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

BCG309A 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

BCG310A 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), BCG3019A Erect timber pitched roof framing
Content Plan and prepare work; Set out and prepare members for roof erection; Erect pyramid or conical roof; Erect roof to spayed 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, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry). BCG2004A Carry out levelling.

**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** 8 Hours

**Assessment** As per accredited curriculum

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BCG3022A FINISH EAVES

**Campus** To be advised

**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry). BCG2004A Carry out levelling.

**Content** Plan and prepare work; Set out; Prepare for shower base installation; Install vanity unit; Install sink unit; Clean up.

**Required Reading** To be advised

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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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; Set out; Prepare for horizontal plinth; Flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix vertical panelling/weatherboards; Clean up.

**Required Reading** To be advised

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

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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 handrailings and balustrade; Finish stairs; Clean up.

**Required Reading** To be advised

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

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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-load 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; Hang sliding door; Fit trim and door hardware; Clean up.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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BCG3026A INSTALL FITMENTS

**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).

**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

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BCG3027A CONSTRUCT WET AREA

**CONSTRUCTION/INSTALLATION**

**Campus** To be advised

**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1006A Use simple levelling devices, BCG1014A Prepare for construction process (dry wall plastering), BCG2004A Carry out levelling, 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

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BCG3029A FIX TIMBER MOULDINGS

**Campus** To be advised

**Prerequisite(s)** BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).

**Content** Plan and prepare work; Fit and fix nosing to windows; Cut and fix architraves to window and door frames/jamb; Cut and fit scotia mould to windows; Construct and install pelmets; Fit and fix skirting; Clean up.

**Required Reading** To be advised

**Nominal Hours** 16 Hours

**Assessment** As per accredited curriculum

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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

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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) BCG 3028A Fix linings and panelling, BCG 3029A Fix timber mouldings.
Content Plan and prepare work; Set out and develop level 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) BCG 3010A 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) BCG 1005A Use hand and power tools, BCG 1007A Erect and dismantle restricted height scaffolding, BCG 1008A Use simple levelling devices, BCG 1016A Prepare for construction process (carpentry), BCG 2005A 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 WORK

Campus To be advised
Prerequisite(s) BCG 1005A Use hand and power tools, BCG 1007A Erect and dismantle restricted height scaffolding, BCG 1008A Use simple levelling devices, BCG 1016A Prepare for construction process (carpentry), BCG 2005A Erect and strip formwork for concrete work.
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) BCG 1001A Carry out O H&S requirements, BCG 1006A Use small plant and equipment, BCG 1011A Handle construction materials and safely dispose of waste, BCG 1018A 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) BCG 1001A Carry out O H&S requirements, BCG 1006A Use small plant and equipment, BCG 1011A Handle construction materials and safely dispose of waste, BCG 2007A 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) BCG 1005A Use hand and power tools, BCG 2001A Prepare surfaces, BCG 3096A Apply paint by brush/roller, BCG 3097A Match specified paint colour, BCG 3098A Apply clear timber finish, BCG 3045A Apply paint by spray, BCG 3100A 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 gilded finish; Apply colour flock 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) BCG 1006A Use small plant and equipment, BCG 2001A 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) BCG 1005A Use hand and power tools, BCG 2001A Prepare surfaces, BCG 3119A 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 broken colour effects; Apply imitation marble effects; Produce imitation wood grain effects; Produce gilded finish; Apply imitation wood grain effects; Apply stencils; Clean up and store equipment.
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) BCG 1016A Prepare for construction process (carpentry), BCG 3012A Construct and erect timber wall framing.
Content Plan and prepare work; Install plates on masonry walls; Install hanging beams; Install ceiling battens; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3048A IN STALL 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 bases; Install glass blocks; Clean up.

Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG307A 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 projections; Construct brickwork to acute and obtuse angled corners; Lay plinth bricks or squints to form plinth

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG308A 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

BCG309A 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 bases; Construct base; Construct hearth and fireplace; 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

BCG309A APPLY SOLID RENDER

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools; BCG1007A 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) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry out levelling; BCG3110A Lay bricks and blocks (wall and corner).

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, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process; BCG2001A Prepare surfaces, BCG2004A Carry out levelling.

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 40 Hours
Assessment As per accredited curriculum

BCG3098A APPLY CLEAR TIMBER FINISH

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process; 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

BCG310A PREPARE SURFACES FOR PAINTING AND DECORATING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process; BCG2001A Prepare surfaces, BCG2004A Carry out levelling.

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; 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) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process; BCG2001A Prepare surfaces, BCG2004A Carry out levelling.

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) BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process; BCG2001A Prepare surfaces, BCG2004A Carry out levelling.

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
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; Lay bricks/blockwork; Position door and window frames; Construct cavity and attached piers; Construct isolated piers; Rake/rule joints; Clean up.

**Required Reading** To be advised

**Nominal Hours** 34 Hours

**Assessment** As per accredited curriculum

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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; Lay bricks/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

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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, 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

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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, BCG3110A Lay bricks and blocks (wall and corner).

**Content** Plan and prepare work; Select bricks/block and mortar materials; Prepare location and materials; Lay bricks/block; Clean up.

**Required Reading** To be advised

**Nominal Hours** 36 Hours

**Assessment** As per accredited curriculum

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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

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BCG3112A CONSTRUCT MASONRY ARCH – SEMI-CIRCULAR AND SEGMENTAL

**Campus** To be advised

**Prerequisite(s)** BCG2004A Carry out levelling, 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

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BCG3113A CONSTRUCT CURVED WALL

**Campus** To be advised

**Prerequisite(s)** BCG2004A Carry out levelling, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3109A Construct masonry steps and stairs.

**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

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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, 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; Lay bricks/blockwork; Place reinforcement and concrete; Install bond beam; Clean up.

**Required Reading** To be advised

**Nominal Hours** 32 Hours

**Assessment** As per accredited curriculum

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BCG3115A LAY SEGMENTAL/UNIT PAVING

**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, BCG3110A Lay bricks and blocks (wall and corner).

**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

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BCG3120A FIX LININGS AND PANELLING

**Campus** To be advised

**Prerequisite(s)** BCG1002A Plan and organise work, 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), BCG3108A Carry out solid brick construction, BCG3111A Lay multi-thickness walls and piers.

**Content** Plan and prepare work; Set out; Lay 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** 34 Hours

**Assessment** As per accredited curriculum
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

BCG322A ERECT/DISMANTLE SLIP FORM FORMWORK
Campus: To be advised
Prerequisite(s): BCG 1005A Use hand and power tools, BCG 1006A Use small plant and equipment, BCG 2004A Carry out levelling, BCG 3034A 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
BSALF401A 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

BSALC401A 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

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; Prepare and process pre-settlement documents for vendor; Prepare and process post-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

BSALC403A 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:** 40 Hours
- **Assessment:** As per accredited curriculum

BSALC301A USE LEGAL TERMINOLOGY IN ORDER TO INTERACT WITH OTHER PARTIES

- **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

BSALO301A ASSIST IN PRIORITISING AND PLANNING MATTERS

- **Campus:** St Albans
- **Prerequisite(s):** Nil
- **Content:** Prepare and process post settlement documents for purchaser; Attend settlement meeting; Prepare and process pre-settlement documents for vendor; 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

BSALO302A PROVIDE SUPPORT IN FAMILY LAW MATTERS

- **Campus:** St Albans
- **Prerequisite(s):** Nil
- **Content:** Property settlement; Maintenance; Contact and residence; Counselling and mediation; Assist with appeals process.
- **Required Reading:** To be advised
- **Nominal Hours:** 60 Hours
- **Assessment:** As per accredited curriculum

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 cheques 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

BSALF402A SUPERVISE AN ESTABLISHED RECORDS SYSTEM TO ENSURE ITS INTEGRITY

- **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

BSALF403A PROVIDE SUPPORT IN CRIMINAL LAW MATTERS

- **Campus:** St Albans
- **Prerequisite(s):** Nil
- **Content:** Prepare and process documents involved in criminal law matters; Prepare and process post-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
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 Plan, prepare and collate court/tribunal documents; Deliver documents to the court or other locations.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

BSALPP304A 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 files and exit system.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSALPL301A 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

BSA Tec301B 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

BSA Tec302B DESIGN AND DEVELOP DOCUMENTS, REPORTS AND WORKSHOPS
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

BSA Tec403B 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

BSATEC401B 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) Nil
Content Cash Journals, Cash budgets, Cash performance and
exception reporting.
Required Reading To be advised
Nominal Hours 40 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

BSX151L403 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
outcomes/ 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 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

BSXFMI410A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT
Campus City King, Sunshine, Workplace.
Prerequisite(s) Nil
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 50 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 Services.
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
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<th>Course Title</th>
<th>Nominal Hours</th>
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<td>BSZ402A</td>
<td>CONDUCT ASSESSMENT</td>
<td>34 Hours</td>
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<td>BSZ403A</td>
<td>REVIEW ASSESSMENT</td>
<td>15 Hours</td>
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<td>BSZ404A</td>
<td>TRAIN SMALL GROUPS</td>
<td>210 Hours</td>
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<td>BSZ405A</td>
<td>PLAN AND PROMOTE A TRAINING PROGRAM</td>
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<tr>
<td>BSZ406A</td>
<td>PLAN A SERIES OF TRAINING SESSIONS</td>
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<td>BSZ407A</td>
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<td>BSZ408A</td>
<td>REVIEW TRAINING</td>
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<td>BT2009A</td>
<td>CONTEMPORARY HEALTH ISSUES</td>
<td>51 Hours</td>
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<td>BT4957A</td>
<td>PATHOLOGY 1</td>
<td>34 Hours</td>
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<td>BSXFMI511A</td>
<td>A CONTRIBUTE TO THE DEVELOPMENT OF A WORKPLACE LEARNING ENVIRONMENT</td>
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**Content**
- Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
- To be advised
- To be advised

**Prerequisite(s)**
- Nil
- Nil

**Required Reading**
- To be advised
- To be advised

**Assessment**
- As per accredited curriculum
- As per accredited curriculum

**Nominal Hours**
- 30 Hours
- 50 Hours
- 50 Hours
- 50 Hours
- To be advised
- To be advised
- To be advised
- To be advised

**Campus**
- TBA
- TBA
- TBA
- TBA
- TBA
- TBA
- TBA
- TBA

**Description**
- Identify the competency needs; Document training program requirements; Identify program resources; Promote training.
- Preparing training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
- Preparing training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
- Preparing training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
- Preparing training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
- Preparing training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.
- 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.
- A comprehensive instruction in pathological conditions and processes, which enable the learner to recognise signs and symptoms that may be alleviated by massage or which require referral to other health providers.
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

BT6208 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

BT6203 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

BT6216 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

BT6218 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

BT6219 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

BT6240 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

BT6259 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

BT6277 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

BT6230 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

BT6230 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

BT6238 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

BT6234 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

BT6250 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.
**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

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**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

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**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

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**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

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**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

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**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.

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**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

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**BT62508 RESTORATIVE PRACTICUM**

**Campus:** City King  
**Prerequisite(s):** To be advised  
**Content:** Supervised client experience.  
**Required Reading:** To be advised  
**Nominal Hours:** 51 Hours  
**Assessment:** As per accredited curriculum

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**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

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**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

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**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.

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**CHC4302 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
### 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

### CHCCADMIN3A 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

### CHCCADMIN4A 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

### CHCADO2A 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

### CHCADO8 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**: 70 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

CHCCD10A 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

CHCCD11A 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

CHCCD12A 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

CHCCD13A 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 150 Hours
Assessment As per accredited curriculum

CHCCD14A 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: Addressing 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

CHCORG7A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS
Campus To be advised
Prerequisite(s) To be advised
Content Implementing and monitoring relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

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 written 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: Take dictation; Transcribe dictated notes.
Required Reading: To be advised
Nominal Hours: 40 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Nominal Hours</th>
<th>Required Reading</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>COM502A</td>
<td>COORDINATE CLIENT SERVICE</td>
<td>Campus To be advised</td>
<td>Nil</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUEC2A</td>
<td>WORK WITH OTHERS</td>
<td>Content Participate in the work/ group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.</td>
<td>To be advised</td>
<td></td>
<td>70 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUEC2A</td>
<td>PLAN &amp; MANAGE EVENTS</td>
<td>Content Prepare for events; Prepare implementation strategy; Oversee event implementation.</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUEC2A</td>
<td>INDIA APPLY ORGANISATION &amp; INDUSTRY KNOWLEDGE</td>
<td>Content Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUELG3A</td>
<td>OPERATE LIGHTING</td>
<td>Content Technical/ dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUEMAR3A</td>
<td>UNDERTAKE MARKETING ACTIVITIES</td>
<td>Content Plan, implement, review and report on marketing and promotional activities.</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUESMT3A</td>
<td>CO-ORDINATE REHEARSALS</td>
<td>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.</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUESMT4A</td>
<td>CO-ORDINATE FINAL PRODUCTION PROCESS</td>
<td>Content Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUESMT5A</td>
<td>MANAGE THE PERFORMANCE</td>
<td>Content Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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

CUEUETGE1A 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

CUEUETGE3A 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

CUEUETHTC0R02A 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

CUEUETHTC0R03A 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.
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

CULLB503A 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

CULLB505A 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA000</td>
<td>BASIC STATISTICS</td>
<td>Sunshine</td>
<td>EA002 Engineering Maths A</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EA001</td>
<td>CALCULUS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
<tr>
<td>EA002</td>
<td>ENGINEERING MATHS A</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
<tr>
<td>EA003</td>
<td>ENGINEERING MATHS B</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
<tr>
<td>EA010</td>
<td>MATERIAL SCIENCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
<tr>
<td>EA011</td>
<td>SCIENCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
</tbody>
</table>
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.
EA080 ENGINEERING MEASUREMENT

Campus To be advised
Prerequisite(s) To be advised
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

EA090 FAULT-FINDING AND DIAGNOSTIC SKILLS

Campus Sunshine
Prerequisite(s) To be advised
Content To enable student to describe the measuring concepts and the application of scales, rules, micrometer, verniers 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

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) NE 17 Digital Subsystems 2. Amplifiers 1 (NMEC Code To be advised)
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) NE 160 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

EA189 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

EA301 PRODUCTION PLANNING AND CONTROL - MAIN FUNCTIONS

Campus To be advised
Prerequisite(s) EA061 Engineering graphics.
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

EA306 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

EA317 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN

Campus To be advised
Prerequisite(s) EA187 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

EA318 CAD TOOL DESIGN PROJECT

Campus To be advised
Prerequisite(s) EA17 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
**EA606 LIQUID PENETRANT**

**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

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**EA602 MAINTENANCE SYSTEMS**

**Campus** To be advised

**Prerequisite(s)** NBB02 Occupational Health and Safety.

**Content** To enable students 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

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**EA603 PREVENTATIVE MAINTENANCE**

**Campus** To be advised

**Prerequisite(s)** NBB02 Occupational Health and Safety.

**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** 40 Hours

**Assessment** As per accredited curriculum

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**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

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**EA605 PENETRANT TESTING**

**Prerequisite(s)** To be advised

**Campus** To be advised

**Content** To enable students to describe the principles and processes of liquid penetrant and magnetic particle testing, and apply these techniques to defective components. This module fulfills the requirements for level 1 certification for both liquid penetrant testing and magnetic particle testing in accordance with AS 3898 – 1992, “Non-destructive Testing - Qualification and Certification for Personnel - general Engineering.”

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**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 discontinuities in products that are Welded and Fabricated. Required Reading Magnetic acoustics emission, eddy current strain gauge, thermo graphic testing, Heat resistance, x-rays, hydro-static testing

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

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**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

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**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

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**EA702 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 using a dye line printing process.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**EA705 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS**

**Campus** To be advised

**Prerequisite(s)** EA061 Engineering graphics, EA050 Engineering computing.

**Content**

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**EA707 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
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 all 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 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

EA741 WORKSHOP PROCESSES (MACHINE SHOP)

Campus To be advised

Prerequisite(s) To be advised

Content The entry lathe, the milling machine, the grinding machine; a hands-on approach.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

EA760 LUBRICATION

Campus Sunshine.

Prerequisite(s) Nil

Content This module enables students to develop the knowledge and skills required to classify and select common and special lubricants as used in industry, and to diagnose problems in lubricating systems.

Required Reading To be advised

Nominal Hours 40 Hours

Assessment As per accredited curriculum

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, straighteners, flatness, roundness, squarness, 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.
EA780 DESIGN FOR MANUFACTURE

Campus: To be advised
Required Prerequisite(s): EA701 Engineering (drawing detail)
Required Reading: As per accredited curriculum
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA790 MANUFACTURING PROCESSES

Campus: To be advised
Required Prerequisite(s): To be advised
Content: Casting, forging, extrusion, pressworking, powder metallurgy, automated 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
Required 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

EA822 BOILERS AND PRESSURE VESSEL CODES

Campus: To be advised
Required 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

EA817 RADIOGRAPHIC INTERPRETATION

Campus: To be advised
Required 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

EA849 STATICS

Campus: To be advised
Required 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: 40 Hours
Assessment: As per accredited curriculum

EA827 ELECTRONIC SWITCHING

Campus: Sunshine
Required 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 ICs.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tr>
<td>EB022</td>
<td>DEVELOPING INSTRUCTIONAL MATERIALS</td>
<td>To be advised</td>
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<td>EB030</td>
<td>ADVANCED QUALITY CONCEPTS</td>
<td>To be advised</td>
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<td>EB040</td>
<td>QUALITY CONTROL AND COMPUTING</td>
<td>To be advised</td>
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<td>EB050</td>
<td>ENGINEERING PROJECTS</td>
<td>To be advised</td>
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<td>EB059</td>
<td>INTRODUCTION TO MARKETING</td>
<td>To be advised</td>
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<td>EB060</td>
<td>MANAGING CAD SYSTEMS</td>
<td>To be advised</td>
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<td>EB078</td>
<td>IMPROVING WORKPLACE PERFORMANCE</td>
<td>To be advised</td>
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<tr>
<td>EB100</td>
<td>ANALOGUE ELECTRONICS 3</td>
<td>To be advised</td>
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<td>EB122</td>
<td>COMPUTER GRAPHICS</td>
<td>To be advised</td>
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<td>EB124</td>
<td>COMPUTER SYSTEMS ARCHITECTURE</td>
<td>To be advised</td>
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<td>EB128</td>
<td>MULTI-USER OPERATING SYSTEMS</td>
<td>To be advised</td>
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EB507 PRODUCTION PLANNING AND CONTROL -
FORECASTING
Campus To be advised
Prerequisite(s) EB508 Production planning and control – estimating and planning techniques.
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

EB530 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

EB576 METAL JOINING PROCESSES
Campus To be advised
Prerequisite(s) NBB09.
Content To enable students to describe welding, 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, Shock, Fatigue and Stress raiser analysis.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>EB702</td>
<td>DYNAMICS OF INDUSTRIAL MACHINES</td>
<td>To be advised</td>
<td>EA001 Calculus, EB771 Advanced dynamics</td>
<td>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</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB703</td>
<td>MACHINE DESIGN</td>
<td>To be advised</td>
<td>EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts</td>
<td>Drive shaft materials, tensile, shear and bending straight, fatigue stress raisers and endurance, rigid couplings, flexible couplings, gear drives, electric motors, reducers</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB704</td>
<td>MECHANICAL DESIGN</td>
<td>To be advised</td>
<td>EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts</td>
<td>Levers, keys and springs, couplings, journal bearings, rolling contact bearings, bolted and welded connections, helical springs, translation screws</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB705</td>
<td>PROJECT MECHANICAL DEDUCING SYNTHESIS</td>
<td>To be advised</td>
<td>EB703 Machine design or EB704 Mechanical design, EB703 Engineering drawing (structural)</td>
<td>Tender documents and contracting, engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, draft board design component design, detailed drawings, final report, oral presentation to peers</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>EB706</td>
<td>MECHATRONICS 4 - ANALOG AUTOMATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>EB711</td>
<td>THERMODYNAMICS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Heat transfer methods, mechanisms of combustion, fuel characteristics, steam properties and energy transfer, principles of refrigeration and heat pump systems</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB712</td>
<td>PLANT LAYOUT</td>
<td>To be advised</td>
<td>EA790 Manufacturing processes, EA741 Workshop processes (machine shop), EA740 Workshop practice</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB713</td>
<td>COMPUTER BASED MODELLING DESIGN AND DRAFTING</td>
<td>To be advised</td>
<td>EB123.</td>
<td>Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB714</td>
<td>FLUID POWER (SYSTEM DESIGN CONCEPTS)</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB715</td>
<td>FLUID POWER (COMPONENT SELECTION AND SIZING FOR DESIGN)</td>
<td>To be advised</td>
<td>EA790 Manufacturing processes, EA741 Workshop practice</td>
<td>This module aims to select correct components for design, involving sizing and correct design specifications.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB716</td>
<td>FLUID POWER (COMPONENT TESTING &amp; SYSTEM ANALYSIS)</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB722</td>
<td>EA060 ENGINEERING DESIGN CONCEPTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>EB723</td>
<td>THERMODYNAMICS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Calculus, EB771 Advanced dynamics</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB724</td>
<td>ANALOG AUTOMATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB725</td>
<td>COMPUTER BASED MODELLING DESIGN AND DRAFTING</td>
<td>To be advised</td>
<td>EB123.</td>
<td>Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
EB833 ADVANCED JOINING TECHNIQUES
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

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, Beoding 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 girts.
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) ED013 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

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 software 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

ED017 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): To be advised
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 creditors; 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.

FIN 501A 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.

FIN 502A 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.

FIN 503A 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.

FNAMEC03B 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 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.

FNBACC04A 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.

FNBACC05A PROVIDE FINANCIAL REPORTS
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.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
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</thead>
<tbody>
<tr>
<td>FN BACC 09A</td>
<td>AUDIT AND REPORT ON FINANCIAL SYSTEMS &amp; RECORDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify information sources; determine reporting formats; review data; verify statements.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BACC 10A</td>
<td>IMPLEMENT TAX PLANS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Assess tax liabilities; Optimise tax positions; Establish processes and plans; Evaluate tax policies.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BACC 11A</td>
<td>MONITOR COMPLIANCE ACTIVITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Research reporting trends; Determine processes for adherence; Examine standards and practices; Review compliance.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BACC 12A</td>
<td>IMPLEMENT ORGANISATIONAL IMPROVEMENT PROGRAMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Review programs; Contribute to strategic development; Develop options for improvement; Establish systems to support change.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BACC 13A</td>
<td>EVALUATE BUSINESS PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Analyse trends in performance; Develop performance indicators; Identify options for improvement.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BACC 15A</td>
<td>EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Evaluate returns to operations; Determine long and short term needs; Review performance.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BACC 17A</td>
<td>IMPLEMENT FINANCIAL SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Review data; Determine options; Implement processes; Evaluate objectives.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BFIN 61A</td>
<td>PREPARE AND BANK RECEIPTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Batch monetary items; Prepare deposit facility; Lodge flows.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BFIN 65A</td>
<td>PROCESS JOURNAL ENTRIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Check and verify supporting documentation; prepare journal; authorise journal; enter data into system; check journal processing report; file documentation.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>FN BFIN 66A</td>
<td>PREPARE REPORTS FOR MANAGEMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop report to specifications; access report data; analyse data; prepare reports; distribute reports.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>FN BFS 01A</td>
<td>WORK WITHIN A FINANCIAL SERVICES CONTEXT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Industry and company policies and procedures in regard to customer service and administration; knowledge of relevant legislative and statutory requirements.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>FN BFS 02A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Knowledge of communication techniques; question and listening techniques.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Content</td>
<td>Required Reading</td>
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<tr>
<td>FNBFS03A</td>
<td>WORK AS PART OF A TEAM</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Knowledge and principles of effective teamwork; basic understanding of reasons of organisational change.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>FNBFS04A</td>
<td>USE TECHNOLOGY IN THE WORKPLACE</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>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.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>FNBFS05A</td>
<td>APPLY HEALTH &amp; SAFETY PRACTICES IN THE WORKPLACE</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Knowledge of health and safety legislation and procedures; Knowledge of safe work practices.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>FNBFS06A</td>
<td>RESOLVE CUSTOMER COMPLAINTS</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Identify customer complaint/ dispute; Refer complaint/ dispute; Implement corrective action policy regarding customer complaints; Process complaint/ dispute; Follow up.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HF658</td>
<td>RESEARCH PROJECT</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>Nil</td>
<td>Develop research knowledge and skills through the design, execution, and documentation of a research project.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HFF809</td>
<td>MANAGING ENVIRONMENTAL ISSUES</td>
<td>Campus</td>
<td>City King</td>
<td>Prerequisite(s)</td>
<td>Nil</td>
<td>Strategies for incorporating environmental considerations into management policies and practices.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HOR251</td>
<td>INTRODUCTION TO BOTANY</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Knowledge and principles of effective teamwork; basic understanding of reasons of organisational change.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HRM502</td>
<td>STAFFING POLICIES AND PRACTICES</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Recruitment and selection process; evaluate the recruitment and selection process in the participants' organisation; develop recruitment and selection policies and practices.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HRM503</td>
<td>HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>Nil</td>
<td>Strategies for incorporating environmental considerations into management policies and practices.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HRM504</td>
<td>PERFORMANCE MANAGEMENT</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Develop research knowledge and skills through the design, execution, and documentation of a research project.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HRM601</td>
<td>STRATEGIC HUMAN RESOURCE PLANNING</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Develop research knowledge and skills through the design, execution, and documentation of a research project.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>HRM602</td>
<td>ORGANISATION DEVELOPMENT</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>To be advised</td>
<td>Develop research knowledge and skills through the design, execution, and documentation of a research project.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>ICAITAD04A</td>
<td>DETERMINE CLIENT BUSINESS</td>
<td>Campus</td>
<td>To be advised</td>
<td>Prerequisite(s)</td>
<td>Nil</td>
<td>Strategies for incorporating environmental considerations into management policies and practices.</td>
<td>Required Reading</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>ICAITB070A</td>
<td>CREATE CODE FOR APPLICATIONS</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to produce comprehensive technical information to clients.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS021B</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to conduct diagnostic tests on a range platforms.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS025B</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to conduct diagnostic tests on a range platforms.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS030B</td>
<td>INSTALL SOFTWARE TO NETWORKED COMPUTERS</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to support the installation of software to networked computers.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS031B</td>
<td>PROVIDE ADVICE TO CLIENTS</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to plan, manage and support the installation of software to networked computers.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITU004B</td>
<td>APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit expresses the competency required to convey comprehensive technical information to clients.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITTW011B</td>
<td>PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATIONAL GOALS</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit expresses competency required to work individually and with others in an organisation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITU007A</td>
<td>CREATE USER &amp; TECHNICAL DOCUMENTATION</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to apply aspects of systems optimisation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS010A</td>
<td>INSTALL AND CONFIGURE A NETWORK</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to connect internal hardware components according to specifications.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS011A</td>
<td>INSTALL AND OPTIMISE SYSTEM SOFTWARE</td>
<td>Footscray Nicholson, Melton, StAlbans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>This unit defines the competency required to produce comprehensive technical information to clients.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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

ICAITU026A 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 INTEGRATE 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 40 Hours
Assessment As per accredited curriculum
<table>
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<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
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</thead>
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<tr>
<td>ICTTC204A</td>
<td>ESTABLISH POSITIVE RELATIONSHIPS WITH CUSTOMERS</td>
<td>City King</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICTTC205A</td>
<td>MANAGE AND BUILD ON RELATIONSHIPS WITH CUSTOMERS</td>
<td>City King</td>
<td>Nil</td>
<td>Contribute to identification and dimensioning of customer needs; Obtain feedback from customers; Contribute to assessment and enhancement of customer satisfaction and relationships.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC206A</td>
<td>RESPOND TO INBOUND CALLS RELATING TO SPECIFIC MARKETING CAMPAIGN</td>
<td>City King</td>
<td>Nil</td>
<td>Identify campaign details; Process customer inquiries; Arrange provision of campaign product/service; Record campaign results.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC207A</td>
<td>CONDUCT OUTBOUND TELEMARKETING CAMPAIGN</td>
<td>City King</td>
<td>Nil</td>
<td>Identify telemarketing campaign requirements; Conduct campaign; Record campaign results.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC208A</td>
<td>CONDUCT TELEMARKETING CAMPAIGN INVOLVING SELLING OF PRODUCT/ SERVICE</td>
<td>City King</td>
<td>Nil</td>
<td>Identify telemarketing campaign requirements; Conduct campaign; Complete sales; Record campaign results.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICTTC209A</td>
<td>CONDUCT DATA COLLECTION FOR MARKET RESEARCH, OPINION POLLS, CUSTOMER SURVEYING</td>
<td>City King</td>
<td>Nil</td>
<td>Identify research/survey details; Plan data collection for research/survey; Conduct data collection for research/survey; Record campaign results.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC210A</td>
<td>PROCESS SALES OF LIMITED PRODUCT/ SERVICE FROM INCOMING INQUIRIES</td>
<td>City King</td>
<td>Nil</td>
<td>Identify customer needs; Close sales; Input sales records.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC211A</td>
<td>PROCESS SALES OF COMPLEX PRODUCT/ SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS</td>
<td>City King</td>
<td>Nil</td>
<td>Identify customer needs; Close sales; Input sales records.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC212A</td>
<td>PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE FINANCIAL COMMITMENT</td>
<td>City King</td>
<td>Nil</td>
<td>Identify customer needs; Close sales; Input sales records; Provide sales support where required.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC213A</td>
<td>PROVIDE BASIC PRODUCT/ SERVICE SUPPORT AND ASSISTANCE TO CUSTOMERS</td>
<td>City King</td>
<td>Nil</td>
<td>Identify and clarify customer inquiry; Satisfy customer need.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC214A</td>
<td>PROCESS GENERAL INQUIRIES FROM CUSTOMERS AND PROVIDE ASSOCIATED SUPPORT AND ASSISTANCE</td>
<td>City King</td>
<td>Nil</td>
<td>Identify and clarify customer inquiry; Satisfy customer need; Follow up customer on inquiry resolution.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC215A PROVIDE SUPPORT TO STAFF AND CUSTOMERS ON ALL INQUIRIES AND ON MATTERS DEFENDING ENTERPRISE ACTIONS, POLICY AND LEGISLATION</td>
<td>City King</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC216A ACTION REPORTS OF FAULTS REPORTED BY CUSTOMERS RELATING TO SPECIFIC PRODUCT/SERVICE</td>
<td>City King</td>
<td></td>
<td>Receive fault report; Resolve customer difficulties; Complete fault records.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC217A ACTION REPORTS OF PRODUCT/SERVICE FAULTS REPORTED BY CUSTOMERS</td>
<td>City King</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC218A NEGOTIATE WITH CUSTOMERS ON MAJOR PRODUCT/SERVICE FAULTS</td>
<td>City King</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC219A RESOLVE COMPLAINTS DEALING WITH SPECIFIC PRODUCT/SERVICE</td>
<td>City King</td>
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<td>Identify and analyse the complaint to establish the underlying cause; Determine and agree appropriate action to resolve the complaint.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC220A RESOLVE CUSTOMER COMPLAINTS</td>
<td>City King</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC221A RESOLVE THE MORE COMPLEX CUSTOMER COMPLAINTS</td>
<td>City King</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC222A PROCESS LOW RISK CREDITS APPLICATIONS</td>
<td>City King</td>
<td></td>
<td>Receive application; Process application; Complete administrative arrangements; Apply credit management action to outstanding accounts.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC223A PROCESS HIGH RISK CREDIT APPLICATIONS</td>
<td>City King</td>
<td></td>
<td>Receive application; Determine application; Negotiate credit application details with customer; Complete administrative arrangements.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC224A PROVIDE BASIC ASSISTANCE TO CUSTOMERS IN RELATION TO ACCOUNT INQUIRIES</td>
<td>City King</td>
<td></td>
<td>Identify and clarify customer inquiry; Satisfy customer need.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ICTTC225A PROCESS THE MORE COMPLEX BILLING/ACCOUNT INQUIRIES FROM CUSTOMERS</td>
<td>City King</td>
<td></td>
<td>Identify and clarify customer inquiry; Satisfy customer need; Negotiate account payment extensions; Approve waiver of charges where errors are evident.</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
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</table>
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 35 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
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<td>INF502A</td>
<td>ESTABLISH AND MAINTAIN LIBRARY AND RESOURCES</td>
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<td>ITB301</td>
<td>THE BUSINESS ENVIRONMENT</td>
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<td>INF202A</td>
<td>PROCESS AND ANALYSE INFORMATION - SECURE RECORDS</td>
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<td>INF201A</td>
<td>HANDLE MAIL TO FACILITATE INFORMATION FLOW</td>
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<td>INF200A</td>
<td>CONTRIBUTE TO THE DEVELOPMENT OF A LEARNING CULTURE WITHIN THE CALL CENTRE ENVIRONMENT</td>
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<td>ITF403</td>
<td>INTRODUCTION TO SMALL BUSINESS SOFTWARE PACKAGES</td>
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<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ITF410</td>
<td>INTRODUCTION TO CAD GRAPHIC SYSTEMS</td>
<td>Sunshine, Werribee, Melton, Footscray Nicholson</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ITF413</td>
<td>PAGE AND DOCUMENT DESIGN</td>
<td></td>
<td>To be advised</td>
<td>Differentiate between types of layouts, designs and styles; select and use appropriate software and hardware; design, develop and print different types of documentation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>Written short answer, project</td>
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<td>ITF415</td>
<td>COMMERCIAL DATABASE PACKAGES 1</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<td>LAH008</td>
<td>ECONOMY AND SOCIETY</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>LAH009</td>
<td>TEXT AND CULTURE</td>
<td></td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>LAH101</td>
<td>LEARNING TO LEARN</td>
<td></td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
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<td>LAH102</td>
<td>ENQUIRY AND PRESENTATION</td>
<td></td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>LAH103</td>
<td>WORDPROCESSING FUNDAMENTALS</td>
<td></td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<td>LAH104</td>
<td>KEYBOARDING</td>
<td></td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>LAH105</td>
<td>PUBLIC LIFE</td>
<td></td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

Note: The table above lists the courses and their requirements, followed by the nominal hours and assessment methods.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Nominal Hours</th>
<th>Required Reading</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAH201 TRADITION AND MODERNITY IN EUROPE &amp; ASIA</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>180 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>LAH202 RESEARCH PROJECT</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>LAH203 THE HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>LAH204 URBAN STUDIES</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>LAH205 THEORIES OF HUMAN PERSONALITY</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>72 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>LAH206 TEXT AND CULTURE 2</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>72 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>LIS017 COMMUNITY INFORMATION &amp; NETWORKING</td>
<td>Footscray Nicholson.</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>MAGA PLANNING FOR SUCCESS V2</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>MAGB MARKETING V2</td>
<td>To be advised</td>
<td>Nil</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
MAKG 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

MAKH 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

MAKG 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

MAWG 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

MEML1F 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

MEML1F 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

MEML3F 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

MEML4F 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
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Content</th>
<th>Required Reading</th>
<th>Unit Weight Points</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.1C12</td>
<td>APPLY QUALITY SYSTEMS</td>
<td>Footscray</td>
<td>Nil</td>
<td>Understand and follow standard operational or specification requirements; Engage in quality improvement.</td>
<td>To be advised</td>
<td>0 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.2C11</td>
<td>ORGANISE AND ANALYSE INFORMATION</td>
<td>Footscray</td>
<td>Nil</td>
<td>Access information and/or records; Give verbal and/or written reports.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.3C11</td>
<td>OPERATE IN A WORK BASED TEAM ENVIRONMENT</td>
<td>Footscray</td>
<td>Nil</td>
<td>Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.4C11</td>
<td>ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING</td>
<td>Footscray</td>
<td>Nil</td>
<td>Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.5C11</td>
<td>MEASURE WITH GRADUATED DEVICES</td>
<td>Footscray</td>
<td>Nil</td>
<td>Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.6C10</td>
<td>PLAN A COMPLETE ACTIVITY</td>
<td>Footscray</td>
<td>Nil</td>
<td>Identify activity requirements; Plan process to complete activity; Modify plan.</td>
<td>To be advised</td>
<td>4 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.7C10</td>
<td>PERFORM COMPUTATIONS - BASIC</td>
<td>Footscray</td>
<td>Nil</td>
<td>Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.8C10</td>
<td>PERFORM COMPUTATIONS</td>
<td>Footscray</td>
<td>MEM2.7C10</td>
<td>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.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.9C10</td>
<td>PERFORM COMPUTER OPERATIONS</td>
<td>Footscray</td>
<td>Nil</td>
<td>Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.10C5</td>
<td>WRITE REPORTS</td>
<td>Footscray</td>
<td>Nil</td>
<td>Communicate concepts in writing.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.11C5</td>
<td>RESEARCH AND PREPARE PRESENTATIONS AND REPORTS</td>
<td>Footscray</td>
<td>Nil</td>
<td>Research information; Analyse information; Summarise and organise technical data.</td>
<td>To be advised</td>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.12C5</td>
<td>PERFORM MATHEMATICAL COMPUTATIONS</td>
<td>Footscray</td>
<td>MEM2.7C10, MEM2.8C10</td>
<td>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.</td>
<td>To be advised</td>
<td>4 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM2.13C5</td>
<td>USE GRAPHICAL TECHNIQUES &amp; PERFORM SIMPLE STATISTICAL COMPUTATIONS</td>
<td>Footscray</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>4 Points</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>
### 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**: 2 Points  
**Assessment**: As per endorsed training package

### MEM3.10A 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**: 2 Points  
**Assessment**: As per endorsed training package

### MEM3.11A 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**: 2 Points  
**Assessment**: As per endorsed training package

### MEM3.12A 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**: 2 Points  
**Assessment**: As per endorsed training package

### MEM3.13A 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

### MEM3.14A 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

### MEM3.15A 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

### MEM3.16A 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

### MEM3.17A 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

### MEM3.18A 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

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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 G P 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

MEM5.40A 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

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 4 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

MEM7.3A PERFORM GENERAL MACHINING
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 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

MEM7.4A 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 accredited curriculum

MEM7.5A 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

MEM7.6A PERFORM GRINDING 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 with specifications.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per accredited curriculum

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
MEM7.9A PERFORM PRECISION JIG BORING OPERATIONS

Campus Footscray Nicholson.
Prerequisite(s) MEM9.2A Interpret Technical Drawing, 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 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, MEM7.5A Perform General Machining, 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

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<table>
<thead>
<tr>
<th>Unit Weight Points</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Points</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>

**MEM16.1A FORMAL PRESENTATION/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/HANDBELED 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, 18.55A
- **Content**: Dismantle, Replace & Assembly Engineering Components.
- **Required Reading**: To be advised
- **Unit Weight Points**: 6 Points
- **Assessment**: As per endorsed training package

**MEM18.19A 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, repair/replace faulty pneumatic system 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

**MEM18.18A 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, repair/replace faulty pneumatic system components.
- **Content**: Check pneumatic system components; Identify, repair/replace faulty pneumatic system components.
- **Required Reading**: To be advised
- **Unit Weight Points**: 6 Points
- **Assessment**: As per endorsed training package

**MEM18.17A 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, repair/replace faulty pneumatic system components.
- **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**: 6 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, repair/replace faulty hydraulic system components.
- **Content**: Check hydraulic system components; Identify, repair/replace faulty hydraulic system components.
- **Required Reading**: To be advised
- **Unit Weight Points**: 6 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 hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work,
### 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 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 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, NOS27 Accounts Payable-Computerised, NOS26 Accounts Receivable-Computerised, NOS24 Payroll-Computerised, NAP702 Fixed Assets-Computerised, NOS25 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.

NAP704 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.

NAP709 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) NOS219 Accounting - Basic Reports
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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Required Reading</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP722</td>
<td>ECONOMICS FOR BUSINESS</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>20-40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>Short progressive tests. Practical exercises.</td>
</tr>
<tr>
<td>NAP750</td>
<td>COMMERCIAL LAW PRINCIPLES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Origins of law, Civil liability, Legal entities and business names, Negotiable instruments, Financial Transactions, Reports, Act.</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NBB08</td>
<td>ELECTRICAL FUNDAMENTALS</td>
<td>Sunshine</td>
<td>To be advised</td>
<td>This module aims to provide the student with the knowledge and skills to develop fundamental electrical concepts and principles.</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
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</tr>
<tr>
<td>NCS003</td>
<td>JOB SEEKING SKILLS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.</td>
<td>20-40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NCS004</td>
<td>WORK TEAM COMMUNICATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>Small group discussions to reach agreement on workplace related issues; Team co-operation to plan and prepare a presentation; Job-related presentations.</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NCS005</td>
<td>DEALING WITH CONFLICT</td>
<td>To be advised</td>
<td>Nil</td>
<td>Identification of conflict; Strategies for resolving workplace conflict; The role of communication in conflict resolution.</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NCS006</td>
<td>WRITING WORKPLACE DOCUMENTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Plan and write complex workplace letters and documents including: Complaints, Sales, Explanatory, Ministerial, Newsletter articles, Leaflet and and Instructions.</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NCS007</td>
<td>PRESENTING INFORMATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NCS009</td>
<td>NEGOTIATION SKILLS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Appropriate negotiating skills for resolving conflict and business issues.</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
Assessment: A combination of one or more of 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): Nil
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): Nil
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.
### NE15 INTRODUCTION TO LOCAL AREA NETWORK

**Campus** Sunshine, Werribee, Melton, Footscray Nicholson.
**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.

### NE18 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.

### NE189 DIGITAL ELECTRONICS 1

**Campus** Sunshine, Werribee, Melton, Footscray Nicholson.
**Prerequisite(s)** NE179 Digital Electronics.
**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)** NE189 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)** Nil
**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.

### NE189 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.
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<th>Module Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>NECM06</td>
<td>WIRING REGULATIONS, ACCESSORIES AND BASIC CIRCUIT PROTECTION</td>
<td>Sunshine</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20 Hours</td>
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<tr>
<td>NGMS102</td>
<td>MANAGING OPERATIONS – CUSTOMER SERVICE</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: written work, presentations, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
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<tr>
<td>NGMS103</td>
<td>MANAGING OPERATIONS – PRODUCTIVITY</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: written work, presentations, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
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<tr>
<td>NGMS104</td>
<td>MANAGING OPERATIONS – INNOVATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: written work, presentations, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
</tr>
<tr>
<td>NGMS105</td>
<td>MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: written work, presentations, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
</tr>
<tr>
<td>NGMS106</td>
<td>MANAGING PERFORMANCE AND GOAL ACHIEVEMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: written work, presentations, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
</tr>
<tr>
<td>NGMS107</td>
<td>MANAGING PEOPLE - WORKPLACE PRACTICE</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>-</td>
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<tr>
<td>NGMS108</td>
<td>MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>-</td>
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<tr>
<td>NGMS109</td>
<td>MANAGING PERFORMANCE AND GOAL ACHIEVEMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>-</td>
</tr>
<tr>
<td>NGMS110</td>
<td>MANAGING PEOPLE - WORKPLACE PRACTICE</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>-</td>
</tr>
<tr>
<td>NGMS111</td>
<td>MANAGING PEOPLE - WORKPLACE PRACTICE</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>-</td>
</tr>
<tr>
<td>NGMS112</td>
<td>MANAGING PEOPLE - WORKPLACE PRACTICE</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>-</td>
</tr>
<tr>
<td>NGMS113</td>
<td>MANAGING FINANCE - SETTING AND ACHIEVING BUDGETS</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: written work, presentations, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
</tr>
<tr>
<td>NGMS114</td>
<td>MANAGING FINANCE - PERFORMANCE</td>
<td>To be advised</td>
<td>Nil</td>
<td>-</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: written work, presentations, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
</tr>
</tbody>
</table>
activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS15 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: written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS16 MANAGING FINANCE - OPERATING AND CAPITAL EXPENDITURE
Campus To be advised
Prerequisite(s) NGMS13 Managing finance - setting and achieving budgets, NGMS14 Managing finance - performance, NGMS15 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: written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS17 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: written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS18 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: written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS20 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 organizing 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: 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: 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: 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
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


**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 120 120 Service, NGMS103 Managing operations - productivity, NGMS104 Managing operations - innovation, NGMS105 Managing and Organising Work for Goal Achievement, NGMS110 Managing grievances and disputes, NGMS111 Managing people - workplace practice, NGMS112 Managing people - recruitment and selection and induction, NGMS113 Managing finance - setting and achieving budgets, NGMS201...
Entrepreneur 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)**

**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.

---

**NGMS213 ADVOCACY AND INFLUENCE**

**Campus**
To be advised

**Prerequisite(s)**

**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.

---

**NGMS214 TACTICAL MARKETING**

**Campus**
To be advised

**Prerequisite(s)**

**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.
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.

---

**NM30 FLUID POWER**

**Campus** Sunshine.

**Prerequisite(s)** NIL

**Content** This module aims to provide the student with knowledge and skills to identify, explain and apply operating principles and components to fluid power systems.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

---

**NM31 PNEUMATICS 1**

**Campus** Sunshine.

**Prerequisite(s)** NM30 Fluid power.

**Content** This module aims to provide the student with knowledge and skills to selecting 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 selecting 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 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 introduces the student to air compressors, their operation and maintenance.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

---

**NM35 ENGINE S1 - SPARK IGNITION**

**Campus** Sunshine.

**Prerequisite(s)** NBB07.

**Content** This module introduces the student 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 introduces the student to selecting and installing 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.
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

---

**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 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

---

**NM59 HYDRAULICS 4**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** This module aims to provide the student with knowledge and skills of hydraulic components and machine control circuitry.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

---

**NM60 PNEUMATICS 2**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** This module aims to provide the student with knowledge and practical skills in the design, construction and maintenance of pneumatic systems and plant.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

---

**NM61 PNEUMATICS 3**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** This module aims to provide the student with knowledge and skills of pneumatic logic components and control circuitry.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

---

**NM62 PNEUMATICS 4**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** This module aims to provide the student with knowledge and skills in designing and constructing pneumatic logic and sequential control circuitry.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

---

**NM63 FLUID POWER CONTROL 2**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/ pneumatic control systems using Programmable Logic Controllers.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

---

**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 path tools, File transfer, CNC 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 Cam 2 - 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 paths, 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 Cam2 – 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/ span, swept/ translated, coons/ forms path.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum.

---
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Nominal Hours</th>
<th>Required Reading</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM94 Cam 6</td>
<td>3D CNC MILL OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>50 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMM001</td>
<td>INDUSTRY CONTEXT AND FUTURE DIRECTIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>40 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMM002</td>
<td>INTRODUCTION TO MULTIMEDIA</td>
<td>To be advised</td>
<td>Nil</td>
<td>To provide the student with the knowledge and skills to use the basic techniques in authoring interactive multimedia contents.</td>
<td>40 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMM003</td>
<td>VISUAL DESIGN FOR INDUSTRY</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>30 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMM004</td>
<td>INTRODUCTION TO MULTIMEDIA</td>
<td>To be advised</td>
<td>Nil</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
<td>50 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMRK401</td>
<td>MARKETING LAW</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>50 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMRK402</td>
<td>MARKETING STRATEGY</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>50 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMRK403</td>
<td>DIRECT MARKETING</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>50 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMRK404</td>
<td>MARKETING STRATEGY</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>50 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NMRK405</td>
<td>STRATEGIC MARKETING SIMULATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>50 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

*Campus: To be advised*
Assessment A combination of one or more of 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.

NMRK610 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.

NMRK611 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.

NOSI10.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.

NOSI16 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
### NOS18.V2 COMPUTER OPERATIONS - DATA RETRIEVAL

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Occupational Health and Safety; Retrieve, View and Close - spreadsheets, databases, 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.

### NOS19 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.

### NOS24 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.

### NOS29 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

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### NOS189 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)** NOS16 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)** NOS16 Computer Operations - Data Retrieval or NOS143 Computer Operations Fundamentals.  
**Content** Occupational health and safety practices; 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)** NOS18 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals, NOS16 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
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): NOS18 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 databases; 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.

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): NOS18 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): NOS18 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): NOS18 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, 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 usable business documents using desktop publishing software.
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; D 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; D describe safe driving procedures in the event of an emergency situation; D 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; D 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; D describe safe driving procedures in the event of an emergency situation; D 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

NRT218 DRIVING INSTRUCTION INDUSTRY
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the characteristics of the motor vehicle driving instruction industry; D 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; D 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

NRT380 THE DRIVING INSTRUCTION INDUSTRY
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the characteristics of the motor vehicle driving instruction industry; D 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; D 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 D explain the concept of competency and apply its meaning to the role of driving a vehicle; D 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 D 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; D describe instruction on pre-driving checks, vehicle components, instruments, and controls; D demonstrate left seat controls appropriately to assist learner drivers; D describe instruction on starting, driving and stopping the vehicle; D describe instruction on driving procedures and manoeuvres in traffic and an open road and negotiating slow speed manoeuvres; D describe 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; D describe the safety precautions and hand tools associated with basic maintenance of the component systems of the training vehicle; D undertake basic fault diagnosis on the component systems of the training vehicle; D undertake basic repairs and maintenance or arrange for repairs to the training vehicle; D 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 D describe the elements and principles of effective communication between instructor and learner drivers and identify barriers to communication; D demonstrate clear, concise instructional language techniques; D demonstrate active listening and questioning techniques, and techniques for giving constructive feedback; D describe and demonstrate quality customer relations principles.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

NRT385 PLANNING DRIVER TRAINING PROGRAMS
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content D analyse a driving task for which training is planned; D establish the existing competency level of a learner driver; D develop a training plan for a program of instruction for a learner driver; and establish a system to record training; D prepare learning outcome statements for a...
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 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 report outcomes of driver training.
Required Reading To be advised
Nominal Hours 3 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

NRT385 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

NRT384 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

NRT383 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

NRT382 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

NRT381 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

NRT380 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

NRT379 ASSESSING LEARNER DRIVERS
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 COORDINATE OWN WORK 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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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

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**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

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**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

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**PMLCOM600A DEVELOP AND MAINTAIN LABORATORY DOCUMENTATION**

**Campus** To be advised

**Prerequisite(s)** PMLCO M300A Communicate with other people, 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

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**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

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**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

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**PMLDATA501A USE LABORATORY APPLICATION SOFTWARE**

**Campus** To be advised

**Prerequisite(s)** PMLDATA300A Process and record data.
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

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 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 50 Hours
Assessment As per accredited curriculum

PMLTEST303A 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

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

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.
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

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.

**Nominal Hours** 140 Hours

**Assessment** As per accredited curriculum

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**PMLTEST502A PERFORM HAEMATOLOGICAL TESTS**

**Campus** To be advised

**Prerequisite(s)** PMLTEST301A Perform biological laboratory procedures, PMLHS300A 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

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**PMLTEST503A PERFORM HISTOLOGICAL TESTS**

**Campus** To be advised

**Prerequisite(s)** PMLTEST301A Perform biological laboratory procedures, PMLHS300A 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

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**PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS**

**Campus** To be advised

**Prerequisite(s)** PMLTEST301A Perform biological laboratory procedures, PMLHS300A 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

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**PMLTEST505A CONDUCT SENSORY ANALYSIS**

**Campus** To be advised

**Prerequisite(s)** PMLDATA300A Process and record data, PMLCO M300A 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

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**PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES**

**Campus** To be advised

**Prerequisite(s)** PMLTEST400A Prepare analytical and/ or preparative solutions, PMLTEST305A Perform aseptic techniques, 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

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**PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES**

**Campus** To be advised

**Prerequisite(s)** PMLTEST400A Prepare instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.

**Content** Prepare samples; Perform analytical and or preparative procedures; Prepare routine samples; Prepare samples for sensory analysis; Prepare samples for biological laboratory analysis; Perform tests; Maintain a safe area and environment; Maintain laboratory records.

**Required Reading** To be advised

**Nominal Hours** 200 Hours

**Assessment** As per accredited curriculum

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**PRSSG04A COMMUNICATE IN THE WORKPLACE**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** Act on instructions from supervising staff; Manage information relating to the workplace; Document incidents; Communicate verbally; Interact with the customer; Provide advice to clients, customers and the public.

**Required Reading** To be advised

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

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**PRSSG05A MANAGE CONFLICT**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** Identify conflict situations; Manage conflict situation.

**Required Reading** To be advised

**Nominal Hours** 16 Hours

**Assessment** As per accredited curriculum

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**PRSSG06A MAINTAIN OCCUPATIONAL HEALTH AND SAFETY**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** Identify OHS risks; Contribute to the ongoing development of the organisation's OHS procedures.

**Required Reading** To be advised

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

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**PRSSG07A MANAGE OWN PERFORMANCE**

**Campus** To be advised

**Prerequisite(s)** To be advised

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Content: Plan for completion of own workload; Maintain quality of own performance.
Required Reading: To be advised
Nominal Hours: 2 Hours
Assessment: As per accredited curriculum

PRSSG08A OPERATE BASIC SECURITY EQUIPMENT
Campus: To be advised
Prerequisite(s): To be advised
Content: Operate communication equipment; Operate computer equipment; Check basic monitoring equipment.
Required Reading: To be advised
Nominal Hours: 6 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: 6 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

RUVVEN20A 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

### RUVVENV208A 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

### RUVVENV301A 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

### RUVVENV302A 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

### RUVVENV303A 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

### RUVVENV304A 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

### RUVVENV305A 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

### RUVVENV306A 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

### RUVVENV307A 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

### RUVVENV401A 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

### RUVVENV402A 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

### RUVVENV403A 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB01 AN INTRODUCTION TO SMALL BUSINESS</td>
<td></td>
<td>Footscray Nicholson</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>SB02 FINANCIAL RECORD KEEPING FOR SMALL BUSINESS</td>
<td></td>
<td>Footscray Nicholson, Werribee, Melton, Sunbury.</td>
<td>Nil</td>
<td>Set up and use an effective financial recording system; Cash journals; Debtors record systems; Petty cash; Bank reconciliation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
<td></td>
</tr>
<tr>
<td>SB03 MARKETING AND SALES PROMOTION</td>
<td></td>
<td>Footscray Nicholson, Werribee, Melton, Sunbury.</td>
<td>Nil</td>
<td>The concept of marketing; Market share; Market research; Marketing mix; Pricing strategies; Distribution strategies; Promotional and competitive strategies.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
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<tr>
<td>SB04 CUSTOMER RELATIONS</td>
<td></td>
<td>Footscray Nicholson, Werribee, Melton, Sunbury.</td>
<td>Nil</td>
<td>Identification of customer needs; Staff training in customer service; Handling customer concerns and complaints; Strategies to increase average sales per customer; Quality standards.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
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<tr>
<td>SB05 TIME MANAGEMENT</td>
<td></td>
<td>Footscray Nicholson</td>
<td>Nil</td>
<td>Reasons for effective time management; Common time wasters and ways to avoid them; A time management plan; Use of time management tools.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
<td></td>
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<tr>
<td>SB06 THE BUSINESS PLAN</td>
<td></td>
<td>Footscray Nicholson, Werribee, Melton.</td>
<td>Nil</td>
<td>Format and purpose of the business plan; Processes required for successful planning; Marketing operational and the financial plans.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
<td></td>
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<tr>
<td>SB07 HUMAN RESOURCE MANAGEMENT</td>
<td></td>
<td>Footscray Nicholson, Werribee.</td>
<td>Nil</td>
<td>Statutory requirements relating to employment; Provision of an effective work environment; Staff selection and motivation; Issue resolution.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
<td></td>
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<tr>
<td>SB08 MONITORING BUSINESS PERFORMANCE</td>
<td></td>
<td>Footscray Nicholson.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.</td>
<td></td>
</tr>
</tbody>
</table>
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
Prerequisite(s) Nil
Content Comprehend different registers and styles of English speech in Australia; Comprehend and take notes from information given orally in a context relevant to further education and training; Participate in group discussions; Use spoken English in a range of contexts related to further education and training; Develop reading strategies for comprehension of a broad range of texts; Demonstrate the use of appropriate technical language used in the golf industry; Engage in casual conversation with another person whilst playing golf.
Hours 256 Hours
Assessment To be advised

SRG02 COMPUTER STUDIES
Campus To be advised
Prerequisite(s) Nil
Content Manage files and directories on a personal computer using commands to create, copy, delete, move, modify files and directories; Administer a personal computer using appropriate security procedures such as virus detection; Use a word processor to improve writing skills; Access and locate information on the Internet.
Hours 56 Hours
Assessment To be advised

SRG03 SKILL ACQUISITION
Campus To be advised
Prerequisite(s) Nil
Content Outline and explain the characteristics and basic principles underlying skill acquisition; Outline and analyse the characteristics of the three stages of learning a motor skill; Outline and demonstrate the different ways in which skills can be classified; Analyse the mechanisms involved in the processing of a motor skill; Outline and explain the structure of the major muscles and explain how this information can be used in prescribing training; Outline the physiology of muscle contraction 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; Outline the structure and function of the circulatory and respiratory systems and how this information can be used by the coach to prescribe training.
Assessment As per accredited curriculum

SRGO4 ANATOMY
Campus To be advised
Prerequisite(s) Nil
Content Outline the basic terminology used in describing anatomical orientation and explain how this information can be used in prescribing training; Identify and describe the function of the major muscles 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 circulatory and respiratory systems and how this information can be used by the coach to prescribe training.
Assessment As per accredited curriculum

SRG05 PROFESSIONAL GOLF MANAGEMENT 1
Campus To be advised
Prerequisite(s) Nil
Content Outline the role of the recreation industry in Korean society; Outline the components and structure of the recreation industry in Korea; Outline the role of administrators and staff in a recreation organisation; Assess the social and economic significance of the...
recreation industry Korea; Analyse the need for a code of conduct in a recreation organisation; Outline historical changes in the patterns of recreational activity in Korea; Outline the benefits to the individual of regular participation in physical activity; Identify and explain the exercise preferences of both men and women and how these may vary with age and other lifestyle changes; Outline the history of golf; Explain the rules relating to the game of golf; Explain the rules relating to the administration of golf; Outline the etiquette involved in the game of golf; Outline safety considerations when participating in the game of golf.

**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 the 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 the advanced skill/s of golf; Review and adapt the teaching of the advanced skills of golf; Interpret 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
### SRG15 PHYSICAL DEVELOPMENT AND PERFORMANCE FACTORS

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG05 Professional Golf Management 1</td>
</tr>
<tr>
<td>Content</td>
<td>Outline the ways in which physical, psychological and mental changes at different stages of maturation impact on performance in physical activities.</td>
</tr>
<tr>
<td>Hours</td>
<td>16 Hours</td>
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<td>Assessment</td>
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### SRG16 PROFESSIONAL GOLF MANAGEMENT 2

<table>
<thead>
<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG05 Professional Golf Management 1</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Hours</td>
<td>64 Hours</td>
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<tr>
<td>Assessment</td>
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### SRG17 SPORTS TRAINER

<table>
<thead>
<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG06 First Aid</td>
</tr>
<tr>
<td>Content</td>
<td>Undertake and satisfactorily complete the Sports Medicine Australia Level One Sports Trainers Course or equivalent.</td>
</tr>
<tr>
<td>Hours</td>
<td>32 Hours</td>
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<td>Assessment</td>
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### SRG18 FOUNDATIONS OF SPORT SCIENCE

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<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG04 Anatomy</td>
</tr>
<tr>
<td>Content</td>
<td>Outline and analyse the different energy systems used by the body while exercising; Outline and analyse the body's responses to exercise.</td>
</tr>
<tr>
<td>Hours</td>
<td>48 Hours</td>
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<td>Assessment</td>
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### SRG19 BIOMECHANICS

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<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG07 Movement efficiency</td>
</tr>
<tr>
<td>Content</td>
<td>Outline, analyse and implement ways of improving sporting performance by applying biomechanical principles.</td>
</tr>
<tr>
<td>Hours</td>
<td>96 Hours</td>
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<tr>
<td>Assessment</td>
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### SRG20 TRAINING PRINCIPLES 2

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<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG08 Training Principles 1</td>
</tr>
<tr>
<td>Content</td>
<td>Analyse how a coach can apply principles of training in designing an individualised training schedule.</td>
</tr>
<tr>
<td>Hours</td>
<td>16 Hours</td>
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<td>Assessment</td>
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### SRG21 TECHNOLOGY IN TRAINING

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<th>Campus</th>
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<tbody>
<tr>
<td>Pre requisites</td>
<td>Nil</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Hours</td>
<td>16 Hours</td>
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<tr>
<td>Assessment</td>
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### SRG22 SPORTS PSYCHOLOGY 2

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<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG10 Sports Psychology 1</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
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<tr>
<td>Hours</td>
<td>16 Hours</td>
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<td>Assessment</td>
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### SRG23 SPORTS COACHING 2

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<tbody>
<tr>
<td>Pre requisites</td>
<td>SRG11 Sports Coaching 1</td>
</tr>
<tr>
<td>Content</td>
<td>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 of 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.</td>
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<tr>
<td>Hours</td>
<td>40 Hours</td>
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<td>Assessment</td>
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### SRG24 GOLF PRACTICUM 2

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<tbody>
<tr>
<td>Pre requisites</td>
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</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Hours</td>
<td>96 Hours</td>
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<tr>
<td>Assessment</td>
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</table>
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) SXCA1004A Plan a sport and recreation session for clients; SRSOA002A Plan individualised training programs to improve skills, 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) SXCA1004A Plan a sport and recreation session for clients; SRSOA002A 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) SXCA1004A Plan a sport and recreation session for clients; SRSOA002A Plan individualised training programs to improve skills; SRSOA003A 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) SRSOA001A 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) SRSOA001A 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) SRSOA001A 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
SRSOFF005A RESOLVE CONFLICT RELATED TO ASSESSMENT

**Required Reading**
- Prepare for a self reflection session; Identify personal development objectives; Conduct a self reflection session; Follow-up self reflection.

**Nominal Hours** 15 Hours
**Assessment** As per accredited curriculum

SRSOFF006A DEVELOPT 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** Describes 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

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** Identify key functions and personnel/ departments; Apply office procedures.

**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** 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

SRXADM004A OPERATE A RANGE OF OFFICE EQUIPMENT TO COMPLETE ROUTINE TASKS

**Campus** South Melbourne
**Prerequisite(s)** Nil

**Content** Identify and retrieve documents; Update and modify existing organisational records; Remove inactive and dead files.

**Required Reading** To be advised
**Nominal Hours** 5 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) SRXAD M004A 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) SRXAD M004A 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 8 Hours
Assessment As per accredited curriculum

SRXADM009A MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY
Campus South Melbourne
Prerequisite(s) SRXAD M006A 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) SRXAD M007A 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) SRXCO M003A 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) SRXAD M009A 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 15 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 12 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) SRXAD M012A 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 organizational 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) SRX ORG 005A 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) SRX ORG 001A 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) SRX EME 001A 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) SRX ORG 002A Work effectively in a sport and recreation organisation; SRX ORG 001A Establish a positive social environment; SRX ORG 001A Identify trends in client requirements.
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) PUX EME 001A Provide emergency care; SRX EME 002A Participate in the control of minor emergencies; SRX CAI 002A 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) SRX CLS 002A 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) SRX CLS 003A 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 8 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

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; 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.
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: 10 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

SRXOH001A 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: Plan and organise a personal daily work routine; Manage own work; Maintain and develop own expertise; Manage own work and the work of others; Implement and monitor participative arrangements for the management of OHS; Implement environmental procedures.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRXOH002A 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 OHS and the organisation’s OHS policies, procedures and programs; Implement and monitor participative arrangements for the management of OHS; 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 OHS training; Implement and monitor the organisation’s procedures for maintaining OHS records.
Required Reading: To be advised
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

SRXOH003A 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 OHS system in the area of responsibility; Establish and maintain participative arrangements for the management of OHS; Establish and maintain procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain OHS training program; Establish and maintain a system for OHS records; Evaluate the organisation’s OHS 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; Manage own work; Maintain and develop own expertise; Manage own work and the work of others; Implement and monitor participative arrangements for the management of OHS; Implement environmental procedures.
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
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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**SRXTEC005A ASSIST IN THE MAINTENANCE OF A COMPUTER SYSTEM**  
**Campus** South Melbourne  
**Prerequisite(s)** SRXTEC005A Assist in the maintenance of a computer system; SRXTEC006A Customise and maintain software  
**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

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**SRXTEC006A CUSTOMISE AND MAINTAIN SOFTWARE**  
**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** 30 Hours  
**Assessment** As per accredited curriculum

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**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
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA1597</td>
<td>COMPLETE RECEIVAL/ DESPATCH DOCUMENTATION</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<td></td>
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<td></td>
<td>Required Reading</td>
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</tr>
<tr>
<td>TDTA1697</td>
<td>USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA1797</td>
<td>PRODUCT KNOWLEDGE APPLIED TO ORGANISE WORK OPERATIONS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA1897</td>
<td>ORGANISE DESPATCH OPERATIONS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Plan and organise despatch operations; Organise the storage and despatch of stock.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA1997</td>
<td>ORGANISE RECEIVAL OPERATIONS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Plan and organise receival operations; Organise the storage of stock.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2097</td>
<td>REPLENISH STOCK</td>
<td>Werribee.</td>
<td></td>
<td>Participate in stock rotation activities; Interpret and fill replenishment request; Complete stock replenishment.</td>
<td></td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2197</td>
<td>DESPATCH STOCK</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Analyse order to identify work requirements; Follow workplace order picking processes to prepare goods for despatch; Complete despatch following workplace procedures and schedules.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTA2297</td>
<td>PARTICIPATE IN STOCKTAKES</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Prepare stocktakes; Stocktake and count stock; Identify stock discrepancies; Complete documentation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2397A</td>
<td>COORDINATE STOCKTAKES</td>
<td>Werribee,</td>
<td>Nil</td>
<td>Plan and coordinate stocktakes; Identify stock discrepancies and adjust documentation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2497</td>
<td>ORGANISE WAREHOUSE RECORDS OPERATIONS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Identify records management databases, storage types and technologies; Store warehouse stock; Use record management systems to retrieve information.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2597B</td>
<td>MANAGE TEMPERATURE CONTROLLED STOCK</td>
<td>Werribee,</td>
<td>Nil</td>
<td>Identification of goods requiring temperature control; Monitor temperature and identify and rectify problems.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td></td>
</tr>
<tr>
<td>TDTA2698</td>
<td>MONITOR STORAGE FACILITIES</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Determine site functions and operations; Monitor storage operations.</td>
<td>To be advised</td>
<td>30 Hours</td>
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<tr>
<td>Course Code</td>
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<td>Campus</td>
<td>Prerequisite(s)</td>
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<td>Assessment</td>
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<tr>
<td>TDTA2898A</td>
<td>ASSESS AND MONITOR OPTIMUM STOCK LEVELS</td>
<td>Werribee, Industry.</td>
<td>Nil</td>
<td>Assess projected demand and the variables that impact on optimum stock levels; Determine and monitor optimum inventory levels.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB197</td>
<td>CHECK AND ASSESS OCCUPATIONAL CAPABILITY OF EQUIPMENT</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB297</td>
<td>TEST EQUIPMENT AND ISOLATE FAULTS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Identify scope of operational check; Plan operational checks; Check unit through full operating range; Isolate faults and/or formulate recommendations.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB397</td>
<td>CARRY OUT VEHICLE MAINTENANCE</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB497</td>
<td>CARRY OUT VEHICLE INSPECTION</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Car driver's licence and appropriate Learner's Permit (if required).</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB597</td>
<td>CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB697</td>
<td>CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Check the vehicle; Clean vehicle; Complete documentation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB797</td>
<td>CARRY OUT MAINTENANCE OF TRAILERS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Identify faults and perform routine maintenance; Carry out repairs on trailers; Complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB897</td>
<td>CARRY OUT INSPECTION OF TRAILERS</td>
<td>Werribee.</td>
<td>The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.</td>
<td>Check trailer; Clean Trailer; Complete documentation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB998A</td>
<td>CHECK CONVEYOR OPERATIONAL STATUS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Inspect conveyor system and work areas; Check equipment operational capability; Identify, assess faults and report results of inspection and testing.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1198</td>
<td>SET UP AND RIG CRANE FOR LIFT</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Position and stabilise crane; Assemble crane.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1298</td>
<td>PLAN JOB AND SET UP WORK AREA</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB1398</td>
<td>MAINTAIN MOBILE CRANES</td>
<td>Werribee.</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTB198</td>
<td>CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS</td>
<td>Werribee.</td>
<td>Nil</td>
<td>Check the vehicle; Clean the vehicle; Complete documentation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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 performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTC397 DRIVE MEDIUM RIGID VEHICLES
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content 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

TDTC897 PILOT OR ESCORT OVERSIZE AND/OR MASS LOADS
Campus Werribee.
<table>
<thead>
<tr>
<th>Prerequisite(s)</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Prepare for pilot or escort operation; Carry out communications regarding pilot or escort operation; Conduct pilot and/or escort operation.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

| Required Reading | To be advised |
| Nominal Hours  | 20 Hours |
| Assessment     | As per accredited curriculum |

### TDTC 1197 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

### TDTC 1298 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

### TDTC 1398 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

### TDTC 197 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

### TDTC 297 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

### TDTC 397 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

### TDTC 097 OPERATE A FORKLIFT

- **Campus:** Werribee.
- **Prerequisite(s):** Nil
- **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

### TDTC 1197 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

### TDTC 1097 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

### TDTC 1297 MOVE MATERIALS MECHANICALLY

- **Campus:** Werribee.
- **Prerequisite(s):** Nil
- **Content:** Select mechanical moving equipment; Move goods; Check goods and complete documentation.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTD1497</td>
<td>Load and Unload Vehicles Carrying Special Loads</td>
<td>Werribee</td>
<td>Nil</td>
<td>Load and unload vehicle; Secure and protect vehicle load; Complete documentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1597</td>
<td>Identify and Classify Explosives and Dangerous Goods</td>
<td>Werribee</td>
<td>Nil</td>
<td>Assess dangerous goods; Handle dangerous goods; Label dangerous goods.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1697</td>
<td>Load and Unload Dangerous Goods</td>
<td>Werribee</td>
<td>The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.</td>
<td>Load and unload vehicle; Secure and protect vehicle load; Check the vehicle.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1797</td>
<td>Load and Unload Explosives</td>
<td>Werribee</td>
<td>Nil</td>
<td>Load and unload vehicle; Secure and protect vehicle load; Complete documentation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1897</td>
<td>Handle Furniture and Effects</td>
<td>Werribee</td>
<td>The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.</td>
<td>Prepare for removal; Move furniture items; Load vehicle.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD1997</td>
<td>Pack and Unpack Cartons for Removal</td>
<td>Werribee</td>
<td>The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.</td>
<td>Prepare for packing; Pack and unpack cartons; Complete packing/unpacking process.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2097</td>
<td>Care for Livestock in Transit</td>
<td>Werribee</td>
<td>Nil</td>
<td>Prepare to transport livestock; Care for and control livestock in transit; Use animal husbandry techniques.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2198</td>
<td>Use Specialised Bulk Transfer Equipment (Dry)</td>
<td>Werribee</td>
<td>The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.</td>
<td>Plan work; Transfer material; Monitor and operate controls; Complete operations.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2298</td>
<td>Conduct Weighbridge Operations</td>
<td>Werribee</td>
<td>Nil</td>
<td>Set up for weighbridge operations; Weigh load vehicles; Weigh unloaded vehicles; Complete weighbridge operations.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2398</td>
<td>Use Specialised Bulk Gas Transfer Equipment</td>
<td>Werribee</td>
<td>Nil</td>
<td>Plan work; Transfer material; Monitor and operate controls; Complete operations.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2498</td>
<td>Use Specialised Liquid Bulk Transfer Equipment (Gravity/Pressurised)</td>
<td>Werribee</td>
<td>Nil</td>
<td>Plan work; Transfer material; Monitor and operate controls; Complete operations.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2798</td>
<td>Prepare for the Transport of Packaged Dangerous Goods</td>
<td>Werribee</td>
<td>Nil</td>
<td>Check packaged dangerous goods load; Assess vehicle suitability to transport intended load; Check emergency procedures and equipment; Evaluate documented route plan; Complete assessment process.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
</tr>
<tr>
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</tr>
<tr>
<td>TDTD2898</td>
<td>PREPARE FOR THE TRANSPORT OF DANGEROUS GOODS IN BULK</td>
<td>Werribee</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD2998</td>
<td>PREPARE ARTICLES FOR DELIVERY</td>
<td>Werribee</td>
<td></td>
<td>The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3098</td>
<td>SUPERVISE MOBILE CRANE OPERATIONS</td>
<td>Werribee</td>
<td></td>
<td>Implement operational plan; Direct operations; Support crane personnel; Resolve site problems on request.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3198</td>
<td>RIG LOAD</td>
<td>Werribee</td>
<td></td>
<td>Prepare for transfer of load; Assess lifting requirements; Secure load; Dethatch load.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3298</td>
<td>PLAN AND CONDUCT SPECIALISED LIFT</td>
<td>Werribee</td>
<td></td>
<td>Inspect site; Plan the lift; Set up lift; Work effectively in team; Lift and move load; Follow up on job.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3398</td>
<td>OPERATE A VEHICLE SELF LOADING CRANE</td>
<td>Werribee</td>
<td></td>
<td>Position and stabilise crane; Operate vehicle mounted crane; Monitor lift conditions; Implement shut down procedures; Pack up crane; Complete job records.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3498</td>
<td>OPERATE A MOBILE CRANE ON A DEMOLITION SITE</td>
<td>Werribee</td>
<td></td>
<td>Plan and prepare for dismantling operation; Demolish structure.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3598</td>
<td>OPERATE A BOOM TYPE ELEVATING WORK PLATFORM</td>
<td>Werribee</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3698</td>
<td>LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNE</td>
<td>Werribee</td>
<td></td>
<td>Operate a mobile crane; Monitor lift conditions; Implement shut down procedures; Pack up crane; Complete job records.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3798</td>
<td>CONTROL LIFT AND MOVEMENT OF CRANE</td>
<td>Werribee</td>
<td></td>
<td>Provide lift instructions; Monitor lift; Place and secure load.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTD3898</td>
<td>UNDERTAKE CASH IN TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT</td>
<td>Werribee</td>
<td></td>
<td>Select loading site; Undertake load transfer; Complete transfer documentation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE297</td>
<td>ESTIMATE / CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS</td>
<td>Werribee</td>
<td></td>
<td>Estimate loads to be placed on storage and transport; Estimate loads for transport or storage.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TDTE397</td>
<td>PARTICIPATE IN WORKPLACE</td>
<td>Werribee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

TDTE 497 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

TDTE 597 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 20 Hours
Assessment As per accredited curriculum

TDTE 797 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

TDTE 897 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

TDTE 997 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

TDTE 1097 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

TDTE 1198 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

TDTE 1298 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

TDTE 1397B 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

TDTE 1498 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

TDTE 1598 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 assessing 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 curriculum 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 20 Hours
Assessment As per accredited curriculum

TDTF997 CONDUCT CLEANING OPERATIONS IN ENCLOSED SPACES
Campus Werribee.
Prerequisite(s) Nil
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 30 Hours
Assessment As per accredited curriculum

TDTF1097 APPLY FATIGUE MANAGEMENT STRATEGIES
Campus Werribee.
Prerequisite(s) Nil
Content 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) Nil
Content 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 OHS regulation; codes and standards; Plan and implement safety requirements; Monitor; adjust and report safety performance; Investigate and report non-conformance and evaluate the OHS system and related policies, procedures and programs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTG197 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

TDTG297 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

TDTG398 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 curriculum

TDTI698 PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content 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; 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.
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 Identify and establish document purpose and information sources; Compile data files; Transmit documentation; Receive documentation.
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 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 10 Hours
Assessment As per accredited curriculum

TDTL198A 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

TDTL1998A 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 competencies.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTL1998A 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 curriculum

TDTL298A 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 curriculum

TDTL298A 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 storage requirements.
Required Reading Plan and erect temporary storage facilities and dismantle after use.
Nominal Hours 20 Hours
Assessment As per accredited curriculum

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

TDTN297A EXTENSION UNIT PLAN AND REVIEW ASSESSMENT
Campus Werribee, Industry.
Prerequisite(s) To be advised
Content Establish assessment 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

TDTN498 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 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 TBA
Assessment As per accredited curriculum

TDTO398 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

TDTO498 IMPLEMENT CASH IN TRANSIT SECURITY EQUIPMENT
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
**TDTP998A 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** 30 Hours

**Assessment** As per accredited curriculum

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**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 training package documentation

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**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

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**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

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**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

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**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

TDTT198A 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

TDTT297A 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

TDTT898 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

TDTT998 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 design and production tasks.
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.
THHADF802 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

THHBC04A 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

THHBC05A 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

THHBC06A 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

THHBC07A 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

THHBC08A 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

THHBC09A 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 30 Hours
Assessment As per accredited curriculum

THHBC03A 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

THHBC02A 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

THHBC02A 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

THHBC03A 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

THHBC03A 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

THHBC01A 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

THHBC02A 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

THHBC02A 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
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. 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

THHBHO03/4A 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

THHBH01A 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

THHBH02A 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

THHGC01A 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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**THHGF01A 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

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**THHGF04A 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
<table>
<thead>
<tr>
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<tr>
<td>THHGGA01A</td>
<td>COMMUNICATE ON THE TELEPHONE</td>
<td>To be advised</td>
<td>Nil</td>
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<td>To be advised</td>
<td>5 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGGA02A</td>
<td>PERFORM CLERICAL PROCEDURES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGGA03A</td>
<td>PREPARE BUSINESS DOCUMENTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGGA05A</td>
<td>PLAN AND MANAGE MEETINGS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGGA06A</td>
<td>CONTROL AND ORDER STOCK</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGGA08A</td>
<td>PLAN AND ESTABLISH SYSTEMS AND PROCEDURES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGGA09A</td>
<td>MANAGE PROJECTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHGHS01A</td>
<td>FOLLOW WORKPLACE HYGIENE PROCEDURES</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE01A</td>
<td>MONITOR WORK OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE02A</td>
<td>IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to oversee and monitor the quality of work operations within a tourism or hospitality enterprise.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE03A</td>
<td>DEVELOP AND IMPLEMENT OPERATIONAL PLANS</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to implement the planning process within the workplace.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE04A</td>
<td>ESTABLISH AND MAINTAIN A SAFE AND SECURE WORKPLACE</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the management of health, safety and security in tourism and hospitality enterprises.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE05A</td>
<td>ROSTER STAFF</td>
<td>To be advised</td>
<td>Nil</td>
<td>Nil</td>
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<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
THHGLE 07A 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 30 Hours
Assessment As per accredited curriculum

THHGLE 08A 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

THHGLE 09A 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

THHGLE 10A 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

THHGLE 11A 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

THHGLE 12A 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

THHGLE 13A 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

THHGLE 14A 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

THHGLE 15A 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

THHGLE 16A 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

THHGLE 17A 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

THHGLE 18A 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
<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>TTHGLE20A</td>
<td>DEVELOP AND MAINTAIN THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to ensure business compliance with legislation governing the tourism and hospitality industries.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TTHGTR01A</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to provide on-the-job coaching to colleagues.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>TTHHCO01A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHSCAT02A</td>
<td>PLAN THE TOTAL CONCEPT FOR A MAJOR EVENT OR FUNCTION</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge to plan the total concept for a major event or function.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFME01A</td>
<td>CO-ORDINATE GUEST/DELEGATE REGISTRATIONS AT VENUE</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to coordinate the on-site registration of guests/delegates at a meeting or event.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTPPD02A</td>
<td>RESEARCH TOURISM DATA</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to conduct formal research in a tourism context.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTPPD03A</td>
<td>SOURCE AND PACKAGE TOURISM PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to research and package tourism products to meet the needs of particular markets or customers.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTPPD06A</td>
<td>PLAN AND DEVELOP ECOLOGICALLY SUSTAINABLE TOURISM OPERATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to undertake the strategic planning of ecologically sustainable tourism operations.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTPPD08A</td>
<td>PLAN AND DEVELOP MEETING/EVENT PROPOSALS AND BIDS</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to plan and develop proposals and bids for the staging of meetings and events.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTPPD09A</td>
<td>DEVELOP CONFERENCE PROGRAMS</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge to design a conference program.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTPPD10A</td>
<td>ASSESS TOURISM OPPORTUNITIES FOR LOCAL COMMUNITIES</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to assess the general costs and benefits of tourism development for local communities.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTPPD11A</td>
<td>DEVELOP AND IMPLEMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>This unit provides the skills and knowledge required to assess the general costs and benefits of tourism development for local communities.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THTSMA01A</td>
<td>LOCAL/REGIONAL TOURISM PLAN</td>
<td>To be advised</td>
<td></td>
<td>This unit provides the skills and knowledge required to develop and implement a strategic tourism plan in a local or regional context.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSMA02A</td>
<td>THTSMA02A COORDINATE THE PRODUCTION OF BROCHURES AND MARKETING MATERIALS</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSMA03A</td>
<td>THTSMA03A CREATE A PROMOTIONAL DISPLAY/STAND</td>
<td>To be advised</td>
<td></td>
<td>This unit provides the skills and knowledge required to create a promotional display/stand in a range of different tourism and hospitality contexts.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP04A</td>
<td>THTSOP04A SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE</td>
<td>To be advised</td>
<td></td>
<td>This unit provides the skills and knowledge required to source and provide destination information and advice.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP03A</td>
<td>THTSOP03A ACCESS AND INTERPRET PRODUCT INFORMATION</td>
<td>To be advised</td>
<td></td>
<td>This unit provides the skills and knowledge required to access and interpret a range of specific tourism product information.</td>
<td>To be advised</td>
<td>55 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP04A</td>
<td>THTSOP04A SELL TOURISM PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td></td>
<td>This unit provides the skills and knowledge required to sell tourism services and products proactively in a range of industry contexts.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP05A</td>
<td>THTSOP05A PREPARE QUOTATIONS</td>
<td>To be advised</td>
<td></td>
<td>This unit provides the skills and knowledge required to calculate the costs of products and services accurately and present quotations to customers.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP06A</td>
<td>THTSOP06A RECEIVE AND PROCESS RESERVATIONS</td>
<td>To be advised</td>
<td></td>
<td>This unit deals with the skills and knowledge required to receive and process reservations for a tourism product or service.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP07A</td>
<td>THTSOP07A BOOK AND CO-ORDINATE SUPPLIER SERVICES</td>
<td>To be advised</td>
<td></td>
<td>This unit provides the skills and knowledge required to book and co-ordinate supplier services in a range of different tourism contexts.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP08A</td>
<td>THTSOP08A OPERATE A COMPUTERISED RESERVATION SYSTEM</td>
<td>To be advised</td>
<td></td>
<td>This unit deals with the skills and knowledge required to use a computerised reservations system (CRS) for a range of tourism products and services.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP09A</td>
<td>THTSOP09A PROCESS NON-AIR DOCUMENTATION</td>
<td>To be advised</td>
<td></td>
<td>This unit deals with the skills and knowledge required to process a range of documentation commonly used/issued within the tourism industry.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTSOP10A</td>
<td>THTSOP10A CONSTRUCT AND TICKET DOMESTIC AIRFARES</td>
<td>To be advised</td>
<td></td>
<td>This unit deals with the skills and knowledge required to correctly construct fares and issue documentation for domestic air travel.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VA030 PHYSICS UNIT 1: HEAT, LIGHT, RADIOACTIVITY AND NUCLEAR ENERGY
Campus To be advised
Prerequisite(s) Nil
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) Nil
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) Nil
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) Nil
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) Nil
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) Nil
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) Nil
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; Interplay 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

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; A crucial 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 individuals and species. 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 68 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 68 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 large-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 68 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 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 68 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 68 Hours
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
Nominal Hours 72 Hours
Assessment As per accredited curriculum
VA253 GENERAL MATHEMATICS 2
Campus To be advised
Prerequisite(s) To be advised
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
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 each
Assessment As per accredited curriculum
VA255 MATHEMATICAL 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
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
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
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 65 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
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 65 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
VA233 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
VA259 AND VA260 MATHEMATICAL METHODS UNITS 3 AND 4
Campus To be advised
Prerequisite(s) To be advised
### VAA165 ADVANCED PUBLIC RELATIONS 1

**Campus** Sunbury, Footscray Nicholson, Sunbury, Daniel Morcombe, Sunbury, Footscray Nicholson, Footscray Nicholson, Sunbury, Footscray Nicholson

**Prerequisite(s)** To be advised

**Nominal Hours** 51 Hours

**Assessment** To be advised

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

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### VAA165 ADVANCED PUBLIC RELATIONS 2

**Campus** To be advised

**Prerequisite(s)** VAA164 Advanced Public Relations 1.

**Nominal Hours** 51 Hours

**Assessment** To be advised

**Content**
- The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.
- A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

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### VAA197 AGED CARE

**Campus** Sunbury.

**Prerequisite(s)** Nil

**Content** This module provides students with a sound understanding of the ageing process, and the special care required when nursing the elderly.

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

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### VAA209 ADVANCED NOVEL 2

**Campus** To be advised

**Prerequisite(s)** VAE282 Novel 2A; VAN040 Novel 2B

**Nominal Hours** 42 Hours

**Assessment** As per accredited curriculum

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### VAA303 ANALYSIS OF A DISPUTE

**Campus** To be advised

**Prerequisite(s)** Nil

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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### VAA312 ANATOMY AND PHYSIOLOGY 1

**Campus** Sunbury

**Prerequisite(s)** Nil

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

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### VAA314 ANATOMY AND PHYSIOLOGY 2

**Campus** Sunbury

**Prerequisite(s)** Nil

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

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### VAA316 AGED CARE

**Campus** Sunbury

**Prerequisite(s)** Nil

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

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### VAA321 ANALYSIS OF A DISPUTE

**Campus** To be advised

**Prerequisite(s)** Nil

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

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### VAA322 ANALYSIS OF A DISPUTE

**Campus** To be advised

**Prerequisite(s)** Nil

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

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### VAA323 ANALYSIS OF A DISPUTE

**Campus** To be advised

**Prerequisite(s)** Nil

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

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### VAA324 ANALYSIS OF A DISPUTE

**Campus** To be advised

**Prerequisite(s)** Nil

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

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### VAA325 ANALYSIS OF A DISPUTE

**Campus** To be advised

**Prerequisite(s)** Nil

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum

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### VAA326 ANALYSIS OF A DISPUTE

**Campus** To be advised

**Prerequisite(s)** Nil

**Nominal Hours** 90 Hours

**Assessment** As per accredited curriculum
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 materials of social work.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field education 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

318
### VAB320 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**: 60 Hours
- **Assessment**: A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAB348 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.

### VAB530 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**: 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**: 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**: 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
- **Assessment**: As per accredited curriculum.

### VAC441 FIELD EDUCATION 1, PLACEMENT
- **Campus**: To be advised
- **Prerequisite**: 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.

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**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.

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**VAC474 INDUSTRY OVERVIEW 1**

**Campus** To be advised

**Prerequisite(s)** 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

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**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

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**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.

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**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

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**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

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**VAD040 HUMAN BIOLOGY**

**Campus** St Albans

**Prerequisite(s)** To be advised

**Content** The main focus of this subject is the anatomy and physiology of selected body systems. There is also an introduction to medical terminology, microbiology and genetics.

**Required Reading** To be advised

**Nominal Hours** 51 Hours

**Assessment** As per accredited curriculum

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**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

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**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.
VAD 260 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

VAD 349 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.

VAD 363 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: A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAD 520 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.

VAD 685 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

VAD 686 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: 56 Hours
Assessment: A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAD 728 EDITING 2A

Campus: To be advised
Prerequisite(s): VBA 303 Editing 1A; VBA 304 Editing 1B; VBA 305 Role of the Editor.
Content: The purpose of this module is to further develop the editing skills which were introduced in editing 1A & 1B. 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

VAD 950 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.

VAD 964 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

VAE 072 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

VAE 272 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,
VAE295 NURSING 1: MEETING THE NEEDS OF

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

VAE296 NURSING 2: MEETING THE NEEDS OF

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

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 subject 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: Nil
Content Behaviour of individuals, groups and organisations.
Required Reading: To be advised
Nominal Hours: 40 Hours
**VAE433 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.

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**VAE453 SCIENTIFIC/TECHNICAL WRITING 2**

**Campus** To be advised  
**Prerequisite(s)** VBK.362 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.

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**VAE593 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.

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**VAE677 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 introduced in Short Story 1A & 1B.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum.

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**VAE863 POPULAR FICTION 1A**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** The purpose of this module is to introduce writers to popular fiction genres and the techniques for writing and workshop. 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.
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.

VAF533 BRIDGING SCIENCE
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.

VAF741 SKILLS WORKSHOP 1
Campus To be advised
Prerequisite(s) Nil
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.

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
Nominal Hours 325
Required Reading psychology. Selected theories and research evidence will be examined.

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

VAG443 TRUST ACCOUNTING FOR LEGAL EXECUTIVES
Campus To be advised
Prerequisite(s) VAD 722 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) VAG 479 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) VAJ49 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

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; Critical examination 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) VAJ49 Foundations of Law 1, VAK 283 Foundations of Law 2, VAL 689 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) VAL 689 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) VAJ49 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) VAJ49 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) VAJ49 Foundations of Law 1.
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; Critical examination of the justice system.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VAK112 CULTURAL DIVERSITY IN AUSTRALIA
Campus To be advised
Prerequisite(s) VAL 689 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) VAJ49 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) VAJ49 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) VAJ49 Foundations of Law 1.
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; Critical examination of the justice system.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
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<th>Required Reading</th>
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<tbody>
<tr>
<td>VAL687 SOCIOLOGY OF CRIME</td>
<td>Assessing the nature, extent and impact of crime</td>
<td>To be advised</td>
<td>NCS015, NCS007</td>
<td>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.</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
</tr>
<tr>
<td>VAL689 SOCIOLOGY</td>
<td></td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>48 Hours</td>
<td>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.</td>
<td>To be advised</td>
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<tr>
<td>VAL755 STATUTE AND CRIMINAL LAW</td>
<td></td>
<td>To be advised</td>
<td>VAJ949, VAJ283</td>
<td>Aspects of statute and criminal law as might be relevant to a person working in justice delivery.</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
</tr>
<tr>
<td>VAM123 WRITING HISTORIES 2A</td>
<td>The purpose of this module is to further develop skills in writing for live performance begun in Playwriting 2A.</td>
<td>To be advised</td>
<td>VAG831 Writer and research. A participant may seek recognition through the RPL process for competencies already held.</td>
<td>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.</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
</tr>
<tr>
<td>VAM131 WRITING FOR YOUNG ADULTS A</td>
<td>The purpose of this module is to further develop the editing skills which were introduced in Editing 2A.</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
</tr>
<tr>
<td>VAM471 STUDY SKILLS FOR HEALTH SCIENCES</td>
<td></td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
<td>To be advised</td>
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<tr>
<td>Course Code</td>
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<td>Prerequisite(s)</td>
<td>Content</td>
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<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>VAN037 NON FICTION IB</td>
<td></td>
<td>To be advised</td>
<td>VAE272 Non Fiction 1A.</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN038 NON FICTION PROJECT 2B</td>
<td></td>
<td>To be advised</td>
<td>VAE273 Non Fiction Project 2A.</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN039 NOVEL IB</td>
<td></td>
<td>To be advised</td>
<td>VAE281 Novel 1A OR VAE385 Introduction to Fiction Writing 1</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN040 NOVEL 2B</td>
<td></td>
<td>To be advised</td>
<td>VAE282 Novel 2A.</td>
<td>The purpose of this module is to continue the development of novel writing skills begun in Novel 2A. It completes the process of workshop, editing and production of a novel to published standard.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN041 CORPORATE WRITING IB</td>
<td></td>
<td>To be advised</td>
<td>VAE344 Corporate Writing 1A.</td>
<td>The purpose of this module is to analyse the principles and uses of a variety of commercial writing styles.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN042 SCREENWRITING IB</td>
<td></td>
<td>To be advised</td>
<td>VAE552 Screenwriting 1A.</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN043 POETRY IB</td>
<td></td>
<td>To be advised</td>
<td>VAE831 Poetry 1A.</td>
<td>The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN044 POPULAR FICTION IB</td>
<td></td>
<td>To be advised</td>
<td>VAE833 Popular Fiction 1A OR VBE385 Introduction to Fiction Writing 1.</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN045 SHORT STORY IB</td>
<td></td>
<td>To be advised</td>
<td>VAE913 Short Story 1A.</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN046 SHORT STORY 2B</td>
<td></td>
<td>To be advised</td>
<td>VAF066 Short Story 2A.</td>
<td>A participant may seek recognition through the RPL process for competencies already held.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN048 WRITING HISTORIES 2B</td>
<td></td>
<td>To be advised</td>
<td>VAM123 Writing Histories 2A or appropriate sustained history research project well-established.</td>
<td>The purpose of this module is to develop a major history project with appropriate production/presentation format.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAN050 WRITING FOR YOUNG ADULTS B</td>
<td></td>
<td>To be advised</td>
<td>VAM131 Writing for Young Adults A. A participant may seek recognition through the RPL process for competencies already held.</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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.

VBA039 GRAPHIC MANIPULATION
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.

VBA041 SYSTEM MANAGEMENT 1
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.

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA230</td>
<td>FISH HEALTH</td>
<td>To be advised</td>
<td>Location</td>
<td>Set up and maintenance of a fish environment, recognition and treatment of stress and disease in fish.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA231</td>
<td>DOG AND CAT BREEDING</td>
<td>To be advised</td>
<td>Location</td>
<td>Control of breeding in cats and dogs, provide care and support for the dam and offspring.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA232</td>
<td>PET SHOP MANAGEMENT</td>
<td>To be advised</td>
<td>Location</td>
<td>Stock control and pet shop maintenance, customer service.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA294</td>
<td>RESEARCH SKILLS 1</td>
<td>To be advised</td>
<td>Location</td>
<td>Qualitative and quantitative research methods; Prepare a research proposal; Evaluate kinds of data, data usage and presentation.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA334</td>
<td>STUDENT INDUCTION</td>
<td>To be advised</td>
<td>Location</td>
<td>Institute facilities, study skills, support services, and course structure.</td>
<td>To be advised</td>
<td>6 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA335</td>
<td>HOSPITAL COMPUTING</td>
<td>To be advised</td>
<td>Location</td>
<td>Operating and using computers in a hospital for pharmacy tasks, including quality assurance.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA336</td>
<td>OCCUPATIONAL HEALTH AND SAFETY</td>
<td>To be advised</td>
<td>Location</td>
<td>Recognising and reporting hazards dealing with accidents; Fire and emergencies; Participating in OHS procedures; Handling out-of-date drugs.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA337</td>
<td>HOSPITAL ENVIRONMENT</td>
<td>To be advised</td>
<td>Location</td>
<td>Enterprise policy and procedures; Industrial relations issues; The patient perspective, the role of the hospital.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA338</td>
<td>MEDICAL TERMINOLOGY</td>
<td>To be advised</td>
<td>Location</td>
<td>Key references, prefixes, suffixes, root words, medical terms, medical conditions, reading prescriptions.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA339</td>
<td>BASIC PHARMACEUTICS AND PHARMACOLOGY</td>
<td>To be advised</td>
<td>Location</td>
<td>Common terms, dose forms, routes of administration, pharmaceutical vehicles, drug classification, drug absorption, distribution, metabolism and excretion.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA340</td>
<td>LAWS, REGULATIONS AND ETHICS</td>
<td>To be advised</td>
<td>Location</td>
<td>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.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA341</td>
<td>STOCK CONTROL AND IMPRESTING</td>
<td>To be advised</td>
<td>Location</td>
<td>Handling, storing, impresting, disposal and inventory of drugs.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA342</td>
<td>NON-STERILE MANUFACTURING</td>
<td>To be advised</td>
<td>Location</td>
<td>NCCTG Standards, fundamental requirements of equipment and personnel, manufacturing and packaging of drugs.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA343</td>
<td>STERILE MANUFACTURING</td>
<td>To be advised</td>
<td>Location</td>
<td>Basic microbiological concepts, NCCTG Standards, aseptic techniques, preparation, packaging and sterilisation of drugs.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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

**VBA36 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

**VBA302 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

**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.
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**

As per accredited curriculum

**Nominal Hours**

40 Hours

**Assessment**

A combination of practical tasks, the completion of a module workbook and short answer multi-choice questions.

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### 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**

As per accredited curriculum

**Nominal Hours**

40 Hours

**Assessment**

Short answer, workbook, assignment.

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### 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**

As per accredited curriculum

**Nominal Hours**

20 Hours

**Assessment**

Short answer, practical, assignments.

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### 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**

As per accredited curriculum

**Nominal Hours**

40 Hours

**Assessment**

Role play, practical.

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### 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**

As per accredited curriculum

**Nominal Hours**

40 Hours

**Assessment**

Assignment

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### VBB335 ORIENTATION TO THE NATURAL RESOURCE MANAGEMENT INDUSTRY

**Campus** Sunshine, Werribee, Melton, Footscray Nicholson.

**Prerequisite(s)** Nil

**Content**

Conservation, sustainable natural resources, natural resource management models.

**Required Reading**

As per accredited curriculum

**Nominal Hours**

60 Hours
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
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
To enable learners to perform electric guitar accompaniments to eight simple rock songs.

**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

**VBB719 ARRANGING YOUR SONGS**

- **Campus** Sunbury.
- **Prerequisite(s)** VBG 383 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

**VBB720 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)** VBG 383 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)** VBG 383 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 bands.
- **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 acoustics 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
VBB753 OBSERVING SET-UP AND OPERATION OF A BAND PA
Campus Sunbury.
Prerequisite(s) VBB785 Introduction to acoustics 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 acoustics 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 acoustics 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 acoustics 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.

VBB761 PRODUCING A BROADCAST QUALITY SONG
Campus Sunbury.
Prerequisite(s) VBB757 Intro to acoustics and basic principles (recording), VBB756 Setting up and operating a band PA, 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 6 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 PRINCIPAL 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) VBB708.
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/ MUSICIariansHIP GRADE 4
Campus Sunbury.
Prerequisite(s) VBH965 Music Theory/ Musicianship 1.
Content To provide learners with an understanding 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 skills to conduct instrumental instruction.
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
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; Prepare other cash payments and cash receipts, and prepare a bank reconciliation statement; Set up a payroll; Use a payroll.

**Nominal Hours** 15 Hours

**Assessment** As per accredited curriculum

**VBC852 READING AND WRITING III**

**VBC856 ORAL COMMUNICATIONS III**

**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; Prepare other cash payments and cash receipts, and prepare a bank reconciliation statement; Set up a payroll; Use a payroll.

**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 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.

**VBC858 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 addition, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level.

The course also prepares students for entry into Adult VCE English.

**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
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.

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 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.

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 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.

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 equip the student with the principles, skills and laboratory experience to safely collect and handle pathology specimens  
**Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum  

### VBC926 WORK ORGANISATION

**Campus:** Sunbury  
**Prerequisite(s):** Nil  
**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  

### VBC927 ANATOMY AND PHYSIOLOGY

**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  

### VBC928 CLIENT CARE 1

**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:** 20 Hours  
**Assessment:** As per accredited curriculum  

### VBC929 INFECTION CONTROL

**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:** 20 Hours  
**Assessment:** As per accredited curriculum  

### VBC930 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  

### VBC931 PRACTICUM

**Campus:** To be advised – Within Melbourne  
**Prerequisite(s):** Class attendance  

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### VBC933 CLIENT CARE (BABIES AND CHILDREN)

**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  

### VBD204 LEGAL ASPECTS OF INTERNATIONAL COMMERCE

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**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:** 51 Hours  
**Assessment:** As per accredited curriculum  

### VBD216 RESTRICTIVE TRADE PRACTICES

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**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:** 51 Hours  
**Assessment:** As per accredited curriculum  

### VBD217 PROBATE AND ADMINISTRATION

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**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:** 51 Hours  
**Assessment:** As per accredited curriculum  

### VBD218 LAND CONTRACTS

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**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
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

VBD232 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

VBD233 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 capacity to contract; Defective contracts lacking consent; Illegal and void contracts; Privity of contract and assignment of contract; Discharge of contract; Remedies for breach of contract.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD236 PROPERTY LAW
Campus To be advised
Prerequisite(s) To be advised
Content Property, land holdings and transfer; Real estate holdings; Proving the existence of Estates in Land; The General or Common Law Holding; The Torrens System; Adverse Possession; Estates of Certain Duration; Mortgages; Easements and Covenants.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD237 LAW OF TORTS
Campus To be advised
Prerequisite(s) To be advised
Content Law of Tort; Interference with another person; Negligence; Negligent misrepresentation and nervous shock; Public and private nuisance; Conversion; Liability; No-fault compensation.

Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD238 LEGAL PROCESS
Campus To be advised
Prerequisite(s) To be advised
Content Sources of Australian Law; Australia's federal system of government; Resolving disputes in the legal system; The trial process; Alternative dispute resolution; Judicial law making; Legislation; Interpretation of legislation; Finding sources of legal information.

Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

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

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 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.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD729</td>
<td>S.I. UNITS AND MEASUREMENT</td>
<td>To be advised</td>
<td></td>
<td>Characteristics of living things, Cells, Cellular processes, Cell production; Microscopy, Slide preparation and scientific sketching techniques.</td>
<td>To be advised</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBD730</td>
<td>WAVES AND OPTICS</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBD731</td>
<td>KINEMATICS</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBD732</td>
<td>DYNAMICS AND ENERGY</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBD733</td>
<td>ELECTRICITY</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBD734</td>
<td>CELL BIOLOGY</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
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<td>As per credited curriculum</td>
</tr>
<tr>
<td>VBD735</td>
<td>HUMAN ANATOMY AND PHYSIOLOGY</td>
<td>To be advised</td>
<td></td>
<td>Anatomy 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 methods and knowledge.</td>
<td>To be advised</td>
<td>40</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBD736</td>
<td>ENVIRONMENTAL SCIENCE</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
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<td>As per credited curriculum</td>
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<tr>
<td>VBD737</td>
<td>PREPARATORY MATHEMATICS</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
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<td>As per credited curriculum</td>
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<tr>
<td>VBD738</td>
<td>INTRODUCTORY MATHEMATICS FOR SCIENCE</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
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<td></td>
<td>As per credited curriculum</td>
</tr>
<tr>
<td>VBD739</td>
<td>MATHEMATICS 1</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
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<td></td>
<td>As per credited curriculum</td>
</tr>
<tr>
<td>VBD740</td>
<td>MATHEMATICS 2</td>
<td>To be advised</td>
<td></td>
<td>As per accredited curriculum</td>
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<td>As per credited curriculum</td>
</tr>
</tbody>
</table>

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**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**
### 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, VBE296 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, EQ’ing 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, VBE296 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 process of mastering the manufacture of CD’s.
Required Reading: To be advised
Nominal Hours: 6 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/ pedicure 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
To develop video production skills relevant to the area of Multimedia production.

**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.

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**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** 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.

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**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.

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**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.

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**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.

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**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, text 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.
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<tr>
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<th>Name</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF058</td>
<td>3D IMAGING AND ANIMATION 1</td>
<td>To be advised</td>
<td>Nil</td>
<td>Practical skills and design concepts involved in the computer based generation of 3D images, and the construction of 2D and 3D animation.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>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.</td>
</tr>
<tr>
<td>VBF059</td>
<td>ELECTRONIC IMAGING 1</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>45 Hours</td>
<td></td>
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<tr>
<td>VBF060</td>
<td>2D DESIGN 1</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>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.</td>
</tr>
<tr>
<td>VBF061</td>
<td>ELECTRONIC DESIGN 2</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>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.</td>
</tr>
<tr>
<td>VBF062</td>
<td>DESIGN FOR INTERACTIVE MULTIMEDIA 2</td>
<td>To be advised</td>
<td>Nil</td>
<td>Advanced knowledge and skills in production, direction and composting of multimedia design; media integration techniques; data management strategies and project management skills.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>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.</td>
</tr>
<tr>
<td>VBF063</td>
<td>3D IMAGING AND ANIMATION 2</td>
<td>To be advised</td>
<td>Nil</td>
<td>To extend and develop conceptual and practical skills in the areas of 3D computer imaging, and the design and construction of 2D and 3D computer animation as assets for use in multimedia productions.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td></td>
</tr>
<tr>
<td>VBF064</td>
<td>ELECTRONIC IMAGING 2</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>45 Hours</td>
<td></td>
</tr>
<tr>
<td>VBF065</td>
<td>2D DESIGN 2</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>VBF066</td>
<td>RESEARCH PROJECT: SPECIALISATION 1</td>
<td>To be advised</td>
<td>Nil</td>
<td></td>
<td>To be advised</td>
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</tr>
</tbody>
</table>

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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 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.

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.

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

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

VBF160 INTRODUCTION TO FOOD PROCESSING
Campus To be advised
Prerequisite(s) To be advised
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.

VBF161 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
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, manufacturing 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, notification 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

VBF182 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

VBF183 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

VBF184 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

VBF185 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 points.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBF186 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

VBF187 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 Reasons for heat processing of foods, effects of high
temperature.
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

VBF201 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 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
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 compund 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

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Assessment A combination of one or more of 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 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.

**VBF304 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.

**VBF305 INTRODUCTION TO BUSINESS STATISTICS**

Campus To be advised
Prerequisite(s) VAD 950 Marketing Concepts, VBF 302 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
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

**VBF383 SONG WRITING 2**

Campus Sunbury.
Prerequisite(s) VBB 710 Contemporary Musicianship, VBB 733 Arranging your songs, VBB 742 Basic copyright in the music industry, VBB 759 How to make a demo tape.
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

**VBF384 ARRANGING AND SCORING IN THE HOME STUDIO**

Campus Sunbury.
Prerequisite(s) VBB 710 Contemporary Musicianship, VBB 733 Arranging your songs, VBC 172 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

**VBF385 PERFORMANCE PLATFORM 3**

Campus Sunbury.
Prerequisite(s) VBC 152 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

**VBF66 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

**VBF67 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

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**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

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**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

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**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

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**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

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**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

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**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 MID1 and MID1-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

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**VBG624 ADVANCED MIXING TECHNIQUES**

**Campus** Sunbury.

**Prerequisite(s)** To be advised

**Content** The purpose of this module is 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

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**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

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**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

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**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

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**VBG628 LIVE RECORDING: CONFERENCES AND...**

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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 understand the range of techniques and processes involved in audio 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 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 learners with the underpinning knowledge and skills required to understand the range of techniques and processes involved in television production. An understanding of television 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 learners with the underpinning knowledge and skills required to understand the range of techniques and processes involved in film and cinema production. An understanding of film and cinema 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 film and cinema environments.
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 learners with the underpinning knowledge and skills required to understand 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 range of techniques and processes involved in music video production. An understanding of music video 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 music video production.
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 learners with the underpinning knowledge and skills required to understand the range of techniques and processes involved in multimedia production. An understanding of multimedia sound production is useful for learners involved in earlier stages of the production process by developing an awareness of the role played by audio recordings in multimedia production.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum
**Required Reading** To be advised
**Nominal Hours** 34 Hours
**Assessment** As per accredited curriculum

**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.

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**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

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**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.

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**VBG850 INTERNATIONAL TRADE FINANCE**

**Campus** To be advised
**Prerequisite(s)** Nil
**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.

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**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, distributors, bailiffs, 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.

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**VBG851 QUALITY MANAGEMENT FOR INTERNATIONAL TRADE**

**Campus** To be advised
**Prerequisite(s)** Nil
**Content** Concepts of quality management; Foros 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.

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**VBG852 MANAGEMENT INFORMATION SYSTEMS**

**Campus** To be advised
**Prerequisite(s)** ITF304 Advanced Operations-Word Processing, ITF305 Advanced Operations- Spreadsheet, ITF415 Commercial Databases Packages 1, ITF405 Business and Presentation Graphics, NO250 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.

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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.

VBG853 TRADE PRINCIPLES FOR INTERNATIONAL LAW (BUSINESS ACTIVITIES, CONSERVATION, CUSTOMS AND QUARANTINE)

Campus To be advised
Prerequisite(s) VBG849 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/custums 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.
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 dock 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, sheeting 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; Appoint a boat; Apply fastenings to a timber hull; Perform hull 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 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 ballest 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 sheeting 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) 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 deposter 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
### VBG975 LOFTING

**Campus** To be advised  
**Prerequisite(s)** VBG956 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, VBG978 Advanced static machines  
**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)** VBG956 Workplace occupational health and safety  
**Content** 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)** VBG956 Workplace occupational health and safety, 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)** VBG956 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 procedures.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### VBG981 PLANKING

**Campus** To be advised  
**Prerequisite(s)** VBG956 Workplace occupational health and safety, VBG954 Hand and power tools, VBG960 Construction materials, VBG979 Planking  
**Content** Describe the functions and construction methods of frames and garboards 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 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)** VBG956 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
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 stems used in boats; Demonstrate steambending techniques to bend timber for use in a stem for a boat in accordance with enterprise standards and specifications; Produce a laminated stem for a boat in accordance with enterprise standards and specifications; Calculate the cost of the timber required to produce the laminated stem 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, VBG961 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 watertight 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 boathilding 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
VBG098 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; Discuss the financial and legal 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) Nil
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 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 features, protocols and standards of the World Wide Web; Design and manage basic 3D special effects.
Required Reading To be advised
Nominal Hours 40 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 install 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 Discussion of 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 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

VBH058 INTRODUCTION TO 3D MODELLING AND ANIMATION
Campus To be advised
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 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 40 Hours
Assessment As per accredited curriculum

VBH059 WEB PUBLISHING AND COMMUNICATION 2
Campus To be advised
Prerequisite(s) To be advised
Content Design and construct an image map from a supplied image and target urls; Construct simple and nested frames for use in a suite of Web documents; Construct and use fill-in forms to extract information from users of a Web page; Discuss and use server statistics and counters; Create a Web page with at least one working applet.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH060 DIGITAL AUDIO/VIDEO 2
Campus To be advised
Prerequisite(s) To be advised
Content: Manipulate the content of audio files; Construct audio files and any associated files to suit at least two delivery options; Manipulate the content of video files; Construct video files and any associated files to suit at least two delivery options.

Required Reading: To be advised

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**VBH061 MAJOR MULTIMEDIA DEVELOPMENT PROJECT**

Campus: To be advised

Prerequisite(s): To be advised

Content: Describe the user requirements of a complex multimedia development project; Establish a development strategy for a complex multimedia development project, including a strategy for testing, trialling and implementation; Construct an action plan for a complex multimedia development project, specifying such things as required tasks, start dates, finish dates, resource requirements and personal responsibilities; Develop a complex multimedia product in accordance with a pre-determined development strategy and action plan, incorporating full client acceptance testing.

Required Reading: To be advised

Nominal Hours: 160 Hours

Assessment: As per accredited curriculum

**VBH062 DATABASE DESIGN, PROGRAMMING AND CONNECTIVITY**

Campus: To be advised

Prerequisite(s): Nil

Content: Document the relationships between entities and the required standards for an information system; Apply normalisation techniques to create a set of normalised tables; Using an appropriate query language, develop and test scripts appropriate for data retrieval, data entry and queries in a relational database environment; Develop a front-end application for a relational database system; Develop a client/server model for multiple users to have controlled access to a networked relational database system.

Required Reading: To be advised

Nominal Hours: 60 Hours

Assessment: As per accredited curriculum

**VBH063 PROGRAMMING INTERNET APPLICATIONS**

Campus: To be advised

Prerequisite(s): To be advised

Content: Describe and compare at least three programming environments (languages) suitable for Internet applications; Demonstrate the range of programming functions available within a selected Internet programming environment; Given a project brief, use a selected environment or language to develop an application that exploits Internet interactivity.

Required Reading: To be advised

Nominal Hours: 100 Hours

Assessment: As per accredited curriculum

**VBH064 INTRODUCTION TO ELECTRONIC COMMERCE**

Campus: To be advised

Prerequisite(s): Nil

Content: Define and explain “electronic commerce” (e-commerce); Identify current trends and developments of electronic commerce in relation to SME’s (Small to Medium Enterprises); Discuss global legal and security issues in relation to electronic commerce; Explain the importance of marketing strategies in relation to electronic commerce; Demonstrate a practical understanding of electronic commerce technology and its implementation.

Required Reading: To be advised

Nominal Hours: 20 Hours

Assessment: As per accredited curriculum

**VBH065 MULTIMEDIA PROJECT MANAGEMENT**

Campus: To be advised

Prerequisite(s): To be advised

Content: Discuss the role project management plays in the development of a multimedia application; Select the most appropriate approach for managing the development of a multimedia application; Develop a plan for managing the resources (human, time, equipment and money) used in the development of a multimedia application; Use at least two tools or techniques that can assist in managing the development of a multimedia application; Plan and implement a testing schedule to operate throughout the development of a multimedia application; Plan and implement strategies to maintain quality in multimedia product development.

Required Reading: To be advised

Nominal Hours: 40 Hours

Assessment: As per accredited curriculum

**VBH066 CAD FOR ELECTRICAL TRADE**

Campus: Sunshine.

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

**VBH067 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

**VBH068 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

**VBH069 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
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

VBH 330 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

VBH 331 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

VBH 332 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

VBH 333 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

VBH 334 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH335</td>
<td>FOCUS ON INDUSTRY</td>
<td>To be advised</td>
<td>Nil</td>
<td>To allow participants to identify careers and pathways in industry through research, placement and/or visiting industry specialists.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH336</td>
<td>CONSUMER PSYCHOLOGY AND MARKETING</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH337</td>
<td>DRAWING</td>
<td>To be advised</td>
<td></td>
<td>Students are encouraged to explore and develop individual approaches to sketching and rendering from observation.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH338</td>
<td>3D STUDIES</td>
<td>To be advised</td>
<td></td>
<td>Construction of 3D models for application within a 2 dimensional space for both print and screen based mediums.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH339</td>
<td>DESIGN PRINCIPLES AND ELEMENTS 2</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH340</td>
<td>DESIGN LAW</td>
<td>To be advised</td>
<td></td>
<td>To provide participants with the skills to apply legal rights and responsibilities to design legislation and law.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

**Assessment**

- As per accredited curriculum

**Nominal Hours**

- 16 Hours

**Required Reading**

- To be advised
VBH394 MOTOR CONTROL 1
Campus Sunshine
Prerequisite(s) VBH393 Motor control fundamentals
Content The purpose of this module is to provide the learner with 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 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 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

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH458</td>
<td>JOB SEEKING SKILLS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop strategies to gather and evaluate information on employment opportunities and demonstrate the ability to record personal information and recount personal details in logical order using appropriate cohesive devices and give information of a personal nature.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH459</td>
<td>LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH460</td>
<td>AUSTRALIAN WORK ENVIRONMENT AND CULTURE 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH475</td>
<td>ORAL COMMUNICATION 1</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH476</td>
<td>LISTENING SKILLS 1</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH477</td>
<td>WRITING SKILLS 1</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop strategies to gather and evaluate information on employment opportunities and demonstrate the ability to record personal information and recount personal details in logical order using appropriate cohesive devices and give information of a personal nature.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH478</td>
<td>READING SKILLS 1</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH482</td>
<td>ORAL COMMUNICATION 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH483</td>
<td>LISTENING SKILLS 2</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Demonstrates 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.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
Prerequisite(s) To be advised
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

VBH 840 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.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBH 851 PRINCIPAL STUDY - GRADE 4
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

VBH 960 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

VBH 961 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

VBH 964 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,
preserve 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;
VBD230 Legal process; VBD237 Law of torts; VBD236 Property law;
VBD236 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

VBJ217 INTRODUCTION TO ADVERTISING
Campus To be advised
Prerequisite(s) To be advised
Content Definition of advertising, forms 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 roles 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

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**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 websites 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

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**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 systems; 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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**VBJ310 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

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**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

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**VBJ309 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

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**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

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**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 a 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

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**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

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**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

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**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

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**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

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**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

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**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 O H&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 O H&S legislation in organisations; Sources of information on O H&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 resource 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

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 40 Hours
Assessment As per accredited curriculum

VBJ369 COMPETENCY ANALYSIS
Campus To be advised
Prerequisite(s) To be advised
Content Conduct competency audit, prepare competency portfolio.

Required Reading To be advised
Nominal Hours 20 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

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

VBJ388 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

VBJ389 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

VBJ390 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
false 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 51 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 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 CONSUMER 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 RELATIONSHIP MANAGEMENT
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 conflicts 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 breach; 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
VBJ414H ADVERTISING CAMPAIGN MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Personal attributes from a person employed in the role of an 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

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

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; co-ordination 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>VBJ426</td>
<td>COPYWRITING AND ART DIRECTION</td>
<td></td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ427</td>
<td>MULTIMEDIA IN ADVERTISING</td>
<td></td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ577</td>
<td>INTRODUCTION TO PUBLIC RELATIONS 1</td>
<td></td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBJ578</td>
<td>INTRODUCTION TO PUBLIC RELATIONS 2</td>
<td></td>
<td></td>
<td>Opening 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.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBJ579</td>
<td>TECHNIQUES FOR PRODUCTION</td>
<td></td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBK156</td>
<td>INDUCTION</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
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<tr>
<td>VBK157</td>
<td>INDIVIDUAL VOCATIONAL PLAN</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBK158</td>
<td>INTERPERSONAL COMMUNICATION SKILLS</td>
<td></td>
<td></td>
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<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBK159</td>
<td>WORKPLACE COMMUNICATION SKILLS</td>
<td></td>
<td></td>
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<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBK160</td>
<td>TEAM WORK</td>
<td></td>
<td></td>
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<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBK161</td>
<td>PERSONAL MANAGEMENT SKILLS</td>
<td></td>
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<td>To be advised</td>
<td>65 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBK162</td>
<td>COMMUNITY SKILLS</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>
## VBK163 CAREER PLANNING

**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

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## 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

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## 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 in 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

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## 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 (Younger 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; 1 Point  
**Assessment:** As per accredited curriculum

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## 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
Required Reading: 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 develop poetry material for publication and 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
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

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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 junior 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

READERS) B
Campus: To be advised
Prerequisite: VPK404 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

VBK405 WRITING FOR CHILDREN (OLDER READERS) B
Campus: To be advised
Prerequisite: VPK404 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: VPK382 Computer skills for Writers & Editors 1; VPK391 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; Marking; 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; Industry introduction in the Web field.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: To be advised

VBK613 ADVERTISING AND SALES PROMOTION
Campus: To be advised
Prerequisite(s) NIL
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.

MANAGEMENT
Campus: To be advised
Prerequisite(s) NMRK 401.
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.

VBK633 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

VBK635 OCCUPATIONAL HEALTH AND SAFETY
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

VBK636 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

VBK637 FOCUS ON INDUSTRY
Campus: To be advised
Prerequisite(s) NIL
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

VBK638 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

VBK639 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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS652</td>
<td>CONTEXT AND CULTURE LEVEL 2</td>
<td></td>
<td>VBS656 Context and Culture Level 1. VBS652 Context and Culture Level 2.</td>
<td>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.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS653</td>
<td>CONTEXT AND CULTURE LEVEL 3</td>
<td></td>
<td>VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2.</td>
<td>To analyse philosophical theory and its relationship to art production.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS654</td>
<td>CONTEXT AND CULTURE LEVEL 4</td>
<td></td>
<td>VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3</td>
<td>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.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS655</td>
<td>STUDIO AND MATERIALS STUDIES</td>
<td></td>
<td>Nil</td>
<td>To develop a range of approaches using differing methods, materials and techniques to artistic problems.</td>
<td>To be advised</td>
<td>96 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS656</td>
<td>CONTEXT AND CULTURE LEVEL 1</td>
<td></td>
<td>Nil</td>
<td>To identify and analyse sociological subject matter and its impact on the production of art.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS657</td>
<td>PAINTING LEVEL 1</td>
<td></td>
<td>VBS635 Occupational Health and Safety. VBS657 Painting Level 1, VBS658 Painting Level 2.</td>
<td>An introduction to the production of paintings. A theoretical and practical introduction to printmaking methods and techniques, providing a basis for the development of ideas and concepts in printed imagery.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS658</td>
<td>PAINTING LEVEL 2</td>
<td></td>
<td>VBS635 Occupational Health and Safety. VBS657 Painting Level 1.</td>
<td>To develop personal philosophy in regard to painting.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS659</td>
<td>PAINTING MINOR STUDY 1</td>
<td></td>
<td>VBS635 Occupational Health and Safety. VBS657 Painting Minor Study 1.</td>
<td>To apply a knowledge of materials and methods in regard to the production of paintings.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS660</td>
<td>PAINTING MINOR STUDY 2</td>
<td></td>
<td>VBS635 Occupational Health and Safety. VBS657 Painting Minor Study 1.</td>
<td>To apply a knowledge of materials and methods in regard to the production of paintings.</td>
<td>To be advised</td>
<td>96 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS661</td>
<td>PAINTING MAJOR STUDY 1</td>
<td></td>
<td>VBS635 Occupational Health and Safety. VBS657 Painting Major Study 1 or equivalent.</td>
<td>To initiate, plan and execute paintings which are a vehicle for personal expression.</td>
<td>To be advised</td>
<td>144 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS662</td>
<td>PAINTING MAJOR STUDY 2</td>
<td></td>
<td>VBS661 Painting Major Study 1 or equivalent.</td>
<td>To initiate, plan and execute paintings which are a vehicle for personal expression.</td>
<td>To be advised</td>
<td>144 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS663</td>
<td>PRINTMAKING LEVEL 1</td>
<td></td>
<td>VBS635 Occupational Health and Safety. VBS657 Printing Level 1, VBS658 Printing Level 2.</td>
<td>To apply and develop a knowledge of materials and methods in regard to the production of paintings.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>VBS664</td>
<td>PRINTMAKING LEVEL 2</td>
<td></td>
<td>VBS661 Painting Major Study 1 or equivalent.</td>
<td>To initiate, plan and execute paintings which are a vehicle for personal expression.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum.</td>
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<tr>
<td>Course Code</td>
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<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>VBS681</td>
<td>ELECTRONIC DESIGN LEVEL 2</td>
<td></td>
<td>To be advised</td>
<td></td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS744</td>
<td>DESIGN PROCESS LEVEL 1</td>
<td></td>
<td>To be advised</td>
<td>The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to conceptualise and develop designs and imagery by applying creative, analytical and problem solving approaches to design problems.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS745</td>
<td>ELECTRONIC DESIGN LEVEL 1</td>
<td></td>
<td>Nil</td>
<td>Use relevant industry standard software and hardware for the creation and manipulation of images and illustration.</td>
<td>To be advised</td>
<td>128 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS746</td>
<td>REPROGRAPHICS AND PREPRESS LEVEL 1</td>
<td></td>
<td>VBS746 Repographics and Prepress level 1</td>
<td>Use industry standard software to prepare designs to prepress stage ready for printing.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS747</td>
<td>REPROGRAPHICS AND PREPRESS LEVEL 2</td>
<td></td>
<td>VBS746 Repographics and Prepress level 1</td>
<td>Use industry standard software to prepare designs to prepress stage ready for printing.</td>
<td>To be advised</td>
<td>128 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS748</td>
<td>FINISHED ART LEVEL 1</td>
<td></td>
<td>VBS643 Photography, VBS755 Typography.</td>
<td>Produce manual and computer finished art from a designer's brief or rough on time and within budget.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS750</td>
<td>FINISHED ART LEVEL 3</td>
<td></td>
<td>VBS748 Finished Art Level 2</td>
<td>Create initial design concepts and produce artwork to finished art stage.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS752</td>
<td>TECHNICAL COLOUR APPLICATIONS</td>
<td></td>
<td>Nil</td>
<td>Prepare finished art for electronic reproduction using four colour film proofing, PMS colour matching, coated and uncoated colours.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS753</td>
<td>TECHNICAL ILLUSTRATION</td>
<td></td>
<td>Nil</td>
<td>Develop technical illustrations in response to design briefs using a range of methods and projections capable of electronic reproduction.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS754</td>
<td>COMMERCIAL PRODUCT ILLUSTRATION</td>
<td></td>
<td>VBS744 Design Process 1, Drawing for Illustration, VBS753 Technical Illustration, VBS745 Electronic Design.</td>
<td>Create illustrations capable of being electronically reproduced for commercial products to meet a design brief.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS755</td>
<td>TYPOGRAPHY LEVEL 1</td>
<td></td>
<td>Nil</td>
<td>Construct type for a range of design applications.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS756</td>
<td>TYPOGRAPHY LEVEL 2</td>
<td></td>
<td>VBS755 Typography Level 1</td>
<td>Respond to complex briefs with typographic solutions.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS757</td>
<td>EXTENDED PRACTICAL PLACEMENT</td>
<td></td>
<td></td>
<td></td>
<td>To be advised</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 96 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 design 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/store 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, O H & 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, Record 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: Operate 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

WRB21A DESIGN AND APPLY MAKE UP
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 40 Hours
Assessment As per accredited curriculum

WRB21A 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.
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

WRB21A 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.
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 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 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 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-B2 ANATOMY AND PHYSIOLOGY B
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 42 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.
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
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 and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; 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 transdermal 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.

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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 20 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 10 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

WRH08A 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

WRH09A 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

WRH10A 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

WRH11A 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

WRH12A 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.
WRH 14A COLOUR HAIR
Campus City King.
Prerequisite 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 90 Hours
Assessment As per accredited curriculum

WRH 15A CO-ORDINATE SALON TEAM
Campus City King.
Prerequisite 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 115 Hours
Assessment As per accredited curriculum

WRH 22A PERFORM A FACE SHAVE
Campus City King.
Prerequisite Nil
Content This unit encompasses those competencies which are required to perform face shaving on male clients.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA.1A OPERATE RETAIL EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRCA.2A APPLY RETAIL OFFICE PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Process incoming and outgoing mail; Process bulk mail; Operate office equipment; File and retrieve documents; Establish contact with internal and external customers; Prepare simple correspondence.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRCA.3A APPLY RETAIL OFFICE KEYBOARD SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Open file; Edit information; Exit file; Procedure document from written text.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA.4A CO-ORDINATE RETAIL OFFICE
Campus To be advised
Prerequisite(s) To be advised
Content Maintain office procedures; Process data in response to information requests; Compose reports/ correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRC.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

WRRC.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

WRRC.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

WRRC.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

WRRE.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
**WRRI.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

**WRRI.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

**WRRI.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

**WRRI.5A ASSESS WORKPLACE COMPETENCIES**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content**  Identify and explain assessment context; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to person(s) being assessed; Report on the conduct of the assessment.  
**Required Reading** To be advised  
**Nominal Hours** 36 Hours  
**Assessment** As per accredited curriculum

**WRRF.1A BALANCE REGISTER/ TERMINAL**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content**  Remove takings from register/ terminal; Reconcile takings.  
**Required Reading** To be advised  
**Nominal Hours** 18 Hours  
**Assessment** As per accredited curriculum

**WRRF.2A 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.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

**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

**WRR1.1A 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** 18 Hours  
**Assessment** As per accredited curriculum

**WRR1.2A 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

**WRR1.3A 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
### WRR1.4A BUY MERCHANDISE
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

### WRRINF.1A ANALYSE AND COMMUNICATE INFORMATION
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
- **Required Reading**: To be advised
- **Nominal Hours**: 80 Hours
- **Assessment**: As per accredited curriculum

### WRRLP.1A APPLY SAFE WORKING PRACTICES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Observe basic safety procedures; Observe emergency procedures.
- **Required Reading**: To be advised
- **Nominal Hours**: 18 Hours
- **Assessment**: As per accredited curriculum

### WRRLP.2A MINIMISE THEFT
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Apply routine store security; Minimise theft.
- **Required Reading**: To be advised
- **Nominal Hours**: 21 Hours
- **Assessment**: As per accredited curriculum

### WRRLP.3A MAINTAIN STORE SAFETY
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Inform team members; Involve team members; Monitor and maintain a safe working environment; Implement emergency procedures; Identify need for occupational health and safety training; Maintain occupational health and safety records.
- **Required Reading**: To be advised
- **Nominal Hours**: 36 Hours
- **Assessment**: As per accredited curriculum

### WRRLP.4A MAINTAIN STORE SECURITY
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Monitor and maintain store security.
- **Required Reading**: To be advised
- **Nominal Hours**: 18 Hours
- **Assessment**: As per accredited curriculum

### WRRLP.5A APPLY STORE SECURITY SYSTEMS AND PROCEDURES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.
- **Required Reading**: To be advised
- **Nominal Hours**: 36 Hours
- **Assessment**: As per accredited curriculum

### 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

### WRRRO.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

### WRRRO.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

### WRRRO.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; Communicate internally and externally.
- **Required Reading**: To be advised
- **Nominal Hours**: 36 Hours
- **Assessment**: As per accredited curriculum
environment; Assess risks; Control risks; Establish and maintain records systems; Evaluate policies and procedures.

**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** 36 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**

**WRRO.2.2 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.1A RECOMMEND AND FIT CLOTHING AND ACCESSORIES**

**Campus** To be advised

**Prerequisite(s)** To be advised

**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** 36 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 and identify 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

**WRSS.1A RECOMMEND AND FIT CLOTHING AND ACCESSORIES**

**Campus** To be advised

**Prerequisite(s)** To be advised
Content Research store clothing range; Recommend customer wardrobeing; 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 jewellery 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 services 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.

To be advised
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

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.

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
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: 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 or 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.

ABORIGINALS 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 4013 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 V T A C Guide and application form are available from newsagents, a convenient and comprehensive application service is available from their website at: www.vtac.edu.au.

Persons applying through VTAC should note that the VTAC rules, by which the University is bound, provide that no selection authority shall take into account the preference for that course as indicated by the applicant. This means that even if an applicant has indicated a lower preference for the course concerned than indicated by 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 V T A C 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 website: www.vu.edu.au. These courses are identified in the V T A C Guide.

Special Entry

Persons applying for admission to a University course under Special Entry (except those applying for re-admission) should obtain an application form from the Centre for Commencing Students. However, persons seeking Special Entry must also apply to VTAC unless the course comes under the Direct Applications category.

Readmission to the University

Students who are currently enrolled in an award course may apply directly to the University for admission to another course for the following semester. Students seeking readmission to the University should contact the Faculty or School administering the relevant course or Student Administration.

All other students who were previously enrolled at the University but whose enrolment has lapsed, or who have been excluded from their course because of unsatisfactory progress, may reapply for admission to the same or another course in any subsequent academic year. These students should apply using the standard procedures for that course. Such applicants for readmission to the University will have to meet the selection criteria applying to their intended course.

The selection process will take account of:
- the person's previous academic performance at the University and their commitment to complete the course; and
- whether the circumstances which led to the person’s previous unsatisfactory progress or to their allowing their previous enrolment to lapse have changed or improved.

If selected for readmission such students will be subject to the course requirements in effect at the time of re-entry and may have special conditions attached to their re-admission.

Part-time Admission

Persons applying for admission on a part-time basis to Higher Education undergraduate courses and TAFE courses should follow the application procedures set out above. Where a form is to be lodged with the University as well as with VTAC, applicants should indicate their intention to study part-time on the form.

Postgraduate Courses

Masters by Coursework, Graduate Diplomas

All persons seeking admission to postgraduate studies in the University (except for the Graduate Diploma of Education) must apply directly 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 Office 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 I 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 StudentAdmin@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 fees.
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.

A mendment 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 photoc copiers 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 subject(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, 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 enquiries 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 student 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

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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 have a tax file number and not have 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 have their 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 wherever 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 interest 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 your 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, ensers 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, paper 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 courses

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>First Class Honours, 80–100%</td>
</tr>
<tr>
<td>H2A</td>
<td>Second Class Honours, Upper, 70–79%</td>
</tr>
<tr>
<td>H2B</td>
<td>Second Class Honours, Lower, 60–69%</td>
</tr>
<tr>
<td>H3</td>
<td>Third Class Honours, 50–59%</td>
</tr>
<tr>
<td>N</td>
<td>Fail, 0–49%</td>
</tr>
<tr>
<td>S</td>
<td>Ungraded Pass</td>
</tr>
</tbody>
</table>

B: Grades for other subjects

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction, 80–100%</td>
</tr>
<tr>
<td>D</td>
<td>Distinction, 70–79%</td>
</tr>
<tr>
<td>C</td>
<td>Credit, 60–69%</td>
</tr>
<tr>
<td>P</td>
<td>Pass, 50–59%</td>
</tr>
</tbody>
</table>
Technical and Further Education

Admission, Enrolment and Academic Procedures and Regulations

N1 Fail, 40–49%
N2 Low Fail, 0–39%
S Ungraded Pass*
U Ungraded Fail

C: Competency Based Grades (TAFE)
CC Achieved Outstanding Competency
CF Achieved Competency - Highest Grade Awarded
PP Achieved Competency
NN Competency Not Achieved

D: Codes For Incomplete Assessment
Code D 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 D 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 Withdrawn – Transferred
WN Withdrawn – Failed
WD Withdrawn – Without Academic Penalty
WL Withdrawn – 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 organizing 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 graduate and is eligible to become a graduate. When you have completed or nearly completed a course you are required to submit an Application for an Award Form. 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
Technical and Further Education
Admission, Enrolment and Academic Procedures and Regulations

Application closing date is 21 December 2001.
Application closing date is 9 August 2002.

23 February 2002  Malaysia
26 February 2002  Singapore

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 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

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, Ericsson, 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, Hoxley 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 3.45pm, Monday to Friday.

Footscray Park Campus

Telephone: (03) 9688 4418
The Footscray Park Campus Children’s Centre is located at 8 Gedong 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 6853
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 offshore 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 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.

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 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 Housing 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, books, equipment 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 8363, 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 ConstructionBCG 20198B Bricklaying – Pre-Apprenticeship
Certificate III in General Construction (Bricklaying/ Blocklaying)BCG 30698 [Apprenticeship]
Certificate II in General ConstructionBCG 20198 [Carpentry – Pre-Apprenticeship]
Certificate III in General Construction (Carpenetry - Framework/ Formwork/ Finishing)BCG 30798 [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
Certificate IV in BuildingSA3475
Certificate IV in Building SA3477
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 ElectricianUTE3199 [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 2406AFC [Internetworking]
Certificate II in Computer Systems2206AHC [Internetworking]
Certificate I in Computer Systems2106AHC [Internetworking]
Certificate III in Electrotechnology Entertainment and ServiceUTE30799
Certificate III in Electrotechnology Computer Systems UTE30599 [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 Application)CA30199 [Web Pages]
Certificate IV in Information TechnologyICA20199
Certificate IV in Multimedia14933VIC
Diploma of Information TechnologyICA30299
Diploma of Multimedia14934VIC
Diploma of Information Technology21104VIC [Specialising in Network and Internet Technologies]
School of Business

Administrative and Legal Studies Department
Certificato 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)2005V1C
Diploma of Business (Administration)BSA40197
Certificate IV in Business (Administration)BSA4197
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)2005V1CB
Diploma of Business (Human Resource Practice)2005V1CB
Advanced Diploma of Business (Human Resource Management)2005V1C
Advanced Diploma of Management14246ACT
Diploma of Management14247ACT
Certificate IV in Management14248ACT
Certificate III in Management14249ACT
Advanced Diploma of Business (Operations Management)2005V1CC
Diploma of Business (Operations Management)2005V1CC
Certificate IV in Business (Operations Management)2005V1CC
Certificate IV in Business (Advertising)2005V1CA
Diploma of Business (Advertising)2005V1C
Advanced Diploma of Business (Advertising)2005V1CA
Advanced Diploma of Business (Marketing)2005V1CF
Diploma of Business (Marketing)2005V1CF
Certificate IV in Business (Sales and Marketing)2005V1CF
Advanced Diploma of Business (International Business)2005V1CE
Diploma of Business (International Trade)2005V1CE
Certificate IV in Business (International Trade)2005V1CE
Advanced Diploma of Business (Public Relations)2005V1C-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 Operations3113BB107
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 Management3113BBBBM01 [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 Technology20018V1CF [Fabrication]
Advanced Diploma of Engineering Technology20020V1CF [Fabrication]
TAFE Courses at Victoria University in 2002

Diploma of Engineering Technology [Fabrication]
Certificate I in Automotive Technology
Certificate II in Automotive Administration (Clinical)
Certificate II in Automotive Mechanical (Air Conditioning)
Certificate II in Automotive Mechanical (Cylinder Head Reconditioning)
Certificate II in Automotive Mechanical (Wheel Aligning)
Certificate II in Automotive Mechanical (Driveline)
Certificate II in Automotive Mechanical (Exhaust Fitting and Repair)
Certificate II in Automotive Mechanical (Radiator Repairs)
Certificate II in Automotive Mechanical (Steering and Suspension)
Certificate II in Automotive Mechanical (Tyre Fitting and Repair Light)
Certificate II in Automotive Mechanical (Underbody)
Certificate II in Automotive Mechanical (Vehicle Servicing)
Certificate II in Automotive Technology
Certificate II in Automotive Sales (Replacement Parts and Accessories)
Certificate II in Automotive Vehicle Body (Accessory Fitting - Mechanical)
Certificate II in Automotive Vehicle Body (Detailing)
Certificate II in Automotive Vehicle Body (Dismantling)
Certificate II in Automotive Vehicle Body (Paint/Panel Preparation)
Certificate II in Automotive Vehicle Body (Panel Beating)
Certificate III in Automotive Vehicle Body (Vehicle Painting)
Certificate IV in Automotive
Certificate I in Bicycles (Services)
Certificate I in Marine (Services)
Certificate I in Outdoor Power Equipment (Services)
Industrial Skills Training Centre
 Course in Cranes (contact D apartment for details)
 Course in Rigging - Basic (contact D apartment for details)
 Course in Rigging - Intermediate (contact D apartment for details)
 Course in Safe Lifting (Load Slinging) (contact D apartment for details)
 Course in Scaffolding - Basic (contact D apartment for details)
 Course in Scaffolding - Limited Height (contact D apartment for details)
 Course in Scaffolding - Intermediate (contact D apartment for details)
 Course in Dogging (contact D apartment for details)
 Course in Earthmoving (contact D apartment for details)
 Course in Trench Shoring and Safety (contact D apartment for details)
 Course in Forklift Operating (contact D apartment for details)
 Course in Elevating Platform Vehicle Operators (contact D apartment for details)
 Driver Training (contact D apartment for details)
 Driver Education (contact D apartment for details)
 Certificate III in Civil Construction (Plant)
 Certificate III in General Construction
 Certificate I in Transport and Distribution (Warehousing)
 Certificate I in Transport and Distribution (Warehousing)
 Certificate I in Transport and Distribution (Road Transport)
 Certificate II in Transport and Distribution (Road Transport)
 Certificate III in Transport and Distribution (Mobile Crane Operations)
 Certificate IV in Transport and Distribution (Mobile Crane Operations)
 Certificate III in Road Transport (Motor Vehicle Driving Instruction)

Course in Dangerous Goods 2011

Mechanical Manufacturing and Civil Engineering Department
Certificate I in Engineering Technology
Certificate I in Engineering
Certificate II in Engineering (Production)
Certificate II in Engineering (Production Technology)
Certificate III in Engineering (Production Systems)
Certificate III in Engineering (Mechanical Trade)
Certificate III in Engineering (Technician)
Certificate IV in Engineering Technology
Certificate IV in Engineering (Higher Engineering Trade) MEM40198
Diploma of Engineering Technology 20019VIC [Streams in Civil, Manufacturing, Mechanical, and Mechatronics]
Advanced Diploma of Engineering Technology 20020VIC [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 Studies RUV20198
Certificate III in Animal Studies RUV30198
Certificate III in Animal Technology QLD 3757
Certificate IV in Animal Technology 2411ARC
Diploma of Applied Science (Animal Technology) QLD 3522
Certificate IV in Veterinary Nursing RUV40198
Certificate III in Occupational Health & Safety QLD 1893
Certificate IV in Occupational Health & Safety QLD 1892
Diploma of Occupational Health & Safety QLD 1891
Certificate III in Health (Hospital Pharmacy Technician) 2307AEC
Certificate IV in Food Technology 2406ASC
Certificate IV in Transport Distribution (Warehousing) TD T40197
Diploma of Transport Distribution (Logistics) TDT51098
Advanced Diploma of Transport Distribution (Logistics) TDT61098
Certificate III in Laboratory Skills QLD 3758
Certificate IV in Laboratory Techniques PML 40199
Diploma of Laboratory Technology PML 50199
Diploma of Laboratory Technology (Process Manufacturing Testing) PML 50199
Diploma of Laboratory Technology (Pathology Testing) PML 50199
Diploma of Laboratory Technology (Biological and Environmental Testing) PML 50199
Diploma of Laboratory Technology (Food Testing) PML 50199
Advanced Diploma of Laboratory Operations PML 60199
Certificate II in Horticulture RUH 20198
Certificate II in Horticulture Production RUH 20898
Certificate II in Horticulture Nursery RUH 20598
Certificate II in Horticulture Arboriculture RUH 20298
Certificate II in Horticulture Landscape RUH 20498
Certificate II in Horticulture Turf Management RUH 20798
Certificate II in Horticulture Floriculture RUH 20398
Certificate II in Horticulture Landscape RUH 20498
Diploma in Natural Resource Management 2509ACC

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 Adults 2212AKC
Certificate II in General Education for Adults (Further Study) 2212ALC

Specialised Programs
Certificate I in Vocational Studies (Transport and Distribution) 15598VIC
Diploma of Further Education 21015VIC
Certificate IV in Further Education 21014VIC
Certificate I in Work Education 21108VIC

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 Editing 21123VIC
Access Program – Women 2100K FM
Science for Nurses 2290HZB [Gateway to Nursing and the Health Sciences]
Preparation for Tertiary Studies [Arts] 2200LZO
Certificate I in ESL Access 14378VIC
Certificate II in ESL Access 14379VIC
Certificate I in General Education for Adults (Foundation) 2112AFC
Certificate II in General Education for Adults 2212AKC
Certificate II in General Education for Adults (Further Study) 2212ALC
Diploma of Liberal Arts 2503ANC
Certificate IV in Liberal Arts 2403AGC
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 Production 14475VIC
Diploma of Contemporary Music (Performance/Composition) 13058VIC
Certificate IV in Music Industry (Business) 1US40301

Language Studies Department
Certificate IV in ESL (Academic Purposes) 14374VIC
Certificate IV in ESL (Vocational Purposes) 14377VIC
Certificate IV in ESL (Access) 14379VIC
Certificate II in ESL (Academic Purposes) 14372VIC
Certificate II in ESL (Vocational Purposes) 14375VIC
Certificate II in ESL (Access) 14378VIC
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) 1CHC60399
Diploma of Community Services (Children's Services) 1CHC50399
Certificate IV in Community Services (Children's Services) 1CHC40399
Certificate III in Community Services (Children's Services) 1CHC30399
Certificate II in Community Services (Children's Services) 1CHC20399

Health Services Unit
Certificate IV in Health (Nursing) 2407ADC
Certificate IV in Pathology Collection 2407ALC

Library Studies Unit
Advanced Diploma in Library and Information Services 1CUL60199
Diploma in Library and Information Services 1CUL50199
Certificate IV in Library and Information Services 1CUL40199
Certificate III in Library and Information Services 1CUL30199
Certificate II in Library and Information Services 1CUL20199 [contact Department for details]

Social and Community Studies Department
Diploma of Community Services (Welfare Studies) 1CHC507ABC
Advanced Diploma of Justice 21214VIC
Diploma of Justice 21212VIC
Certificate IV in Justice 21212VIC
Diploma of Community Services (Community Work) 1CHC50699
Diploma of Community Services (Youth Work) 1CHC50999
Diploma of Business (Community Services and Health Management) 1CHC5059VIC
Diploma of Community Services (Disability Work) 1CHC30799
Certificate IV in Community Services (Disability Work) 1CHC40799
Certificate II in Community Services (Community Work) 1CHC20499
Certificate III in Community Services (Community Work) 1CHC30699
Certificate IV in Community Services (Aged Care Work) 1CHC40199
Diploma in Counselling 3113GWD40
Certificate II in Home Support Cleaning 21186VIC [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 Fitness SRF30201 [contact Department for details]
Certificate II in Sport and Recreation SRO 20199
Certificate III in Sport and Recreation SRO 30199
Certificate IV in Sport and Recreation SRO 40199
Certificate IV in Sport (Development) SRS40399
Certificate IV of Sports Science (Golf) 3113SRG35
Diploma of Sports Science (Golf) 3113SRG36
Diploma of Sport and Recreation 310599
Certificate III in Racing (Greyhound) - Kennelhand level 2RGR30598

School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling 2211ARC
Certificate II in Nail Technology WRB20199
Certificate III in Beauty WRB30199
Certificate IV in Beauty Therapy WRB40199
Diploma of Beauty Therapy WRB50199
Certificate II in Retail Cosmetic Assistant WRB20399
Certificate 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 Hairdressing WRH20100
Certificate III in Hairdressing WRH30100
Certificate IV in Hairdressing WRH40100
Certificate I in Retail Operations WRR10197
Certificate II in Retail Operations WRR20197
Certificate III in Retail Operations WRR30197
Certificate IV in Retail Management WRR40197
Diploma of Retail Management WRR50197

Hospitality and Tourism Department
Certificate I in Hospitality (Kitchen Operations) THH11197
Certificate I in Hospitality (Operations) THH11097
Certificate II in Hospitality (Operations) THH21197 [Food and Beverage Services]
Certificate II in Hospitality (Operations) THH21097 [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) TTH42497
Diploma of Hospitality (Management) TTH61297
Advanced Diploma of Hospitality (Management) TTH60297
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 Management THT60198 [Marketing and Product Development]
Diploma of Tourism (Operations Management) THT50398
Advanced Diploma of Tourism Management THT60198 [Operations Management]
Nature/Adventure Based Tourism incorporating:
Certificate IV in Tourism (Guiding) THT40398
Certificate IV in Sport and Recreation SRO 40199
# Undergraduate Courses and Programs

## Campus codes:
- B = Sunbury
- C = City Flinders
- D = China
- E = Echuca
- F = Footscray Park
- G = Hong Kong
- H = Hong Kong
- I = Internet
- J = City King
- K = Kuala Lumpur
- M = Melton
- O = Off campus
- P = Singapore
- Q = Queen Street
- R = Renmin University of China
- S = St Albury
- T = Werribee
- U = Bangladesh

## Faculty of Arts

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Campus</th>
<th>Full-time</th>
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<td>Bachelor of Arts – St Albury</td>
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<td><strong>Specialist Degree Programs</strong></td>
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<td>Bachelor of Arts (Asian Studies)</td>
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<td>Bachelor of Arts (Community Development)</td>
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<tr>
<td>- Asia-Pacific Stream</td>
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<td>- Australian Stream (3rd year only)</td>
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<td>Bachelor of Arts (Computer Mediated Art)</td>
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<td>Bachelor of Arts (Globalisation Studies)</td>
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<td>Bachelor of Arts (Human Services)</td>
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<td>Bachelor of Arts (Legal Studies)</td>
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<td>Bachelor of Arts (Multimedia)</td>
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<td>Bachelor of Communication (Public Relations)</td>
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<tr>
<td>Bachelor of Psychology (Interpersonal &amp; Organisational)</td>
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<td>Bachelor of Social Work (Preliminary Year)</td>
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<td><strong>Combined Degree Programs</strong></td>
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<tr>
<td>Bachelor of Science (Honours - Psychology)</td>
<td>S</td>
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</tbody>
</table>

**Note:** The details of the programs, courses and subjects set out in this Handbook might change after publication. To ensure that the information about Faculty of Arts courses is still accurate, contact the Faculty of Arts Executive Officer on (03) 9365 2369.

## Faculty of Business and Law
School of Accounting and Finance

BACHELOR OF BUSINESS
- 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
- Bachelor of Laws/ Bachelor of Business Accounting F Y Y
- Bachelor of Business Accounting/ Certificate IV in Information Technology (Dual Award) W Y Y

School of Applied Economics

BACHELOR OF BUSINESS
- Retail Management F Y Y
- International Trade F K Y Y
- Transport and Logistics W Y Y
- Applied Economics F Y Y
- Financial Risk Management F Y Y
- Music Industry F Y Y
- Applied Economics/ International Trade F Y Y
- Banking and Finance/ International Trade F Y Y
- Financial Risk Management/ International Trade F Y Y
- Financial Risk Management/ Electronic Commerce F Y Y
- International Trade/ Retail Management F Y Y
- International Trade/ Electronic Commerce F Y Y
- Marketing/ Applied Economics F Y Y
- Marketing/ International Trade F K Y Y
- Music Industry/ Marketing F Y Y
- Music Industry/ Electronic Commerce F Y Y
- Retail Management/ Marketing F Y Y
- Retail Management/ Electronic Commerce F Y Y
- Transport and Logistics/ Accounting W Y Y
- Transport and Logistics/ Electronic Commerce W Y Y
- Bachelor of Business (Honours) International Trade 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
- Bachelor of Laws/ Bachelor of Business Applied Economics F Y Y
- BA Asian Studies/ B Bus International Trade F Y Y
- Bachelor of Laws/ Bachelor of Business Music Industry F Y Y
- Bachelor of Laws/ Bachelor of Business International Trade F Y Y

School of Hospitality, Tourism and Marketing

BACHELOR OF BUSINESS
- Hospitality Management F Y Y
- Tourism Management F Y Y
- Marketing F B K Y Y
- 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
- 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
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<th>Course Description</th>
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<td>Hotel, Restaurant and Catering Management</td>
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<td>Management/Marketing</td>
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<td>Tourism Management/Information Systems</td>
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<tr>
<td>Bachelor of Business (Honours) – Marketing</td>
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<td><strong>BACHELOR OF BUSINESS COMBINED DEGREES</strong></td>
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<td>BA Sports Administration/BBus Marketing</td>
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<td>Information Systems</td>
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<td>Electronic Commerce</td>
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<td>Bachelor of Business Combined Degrees</td>
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<tr>
<td>Graduate Entry</td>
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<td>Management</td>
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<td>Human Resource Management</td>
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<td>Service and Operations Management</td>
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Undergraduate Courses at Victoria University in 2002

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
- 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.

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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

### School of Education

<table>
<thead>
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<th>Course</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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<tr>
<td>Bachelor of Arts</td>
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</tr>
<tr>
<td>- Computer Mediated Art</td>
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<tr>
<td>- Computer Mediated Art &amp; Multimedia</td>
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<tr>
<td>- Early Childhood Education</td>
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<td>- Youth Studies</td>
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<td>Bachelor of Education</td>
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<tr>
<td>- Four-Year Pre-Service Program P-12</td>
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<tr>
<td>- Post-Registration (Year 4)</td>
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<td>- Bachelor of Education (Nyerna Studies)</td>
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<tr>
<td>- Bachelor of Arts (Nyerna Studies)</td>
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<tr>
<td>- Associate Diploma of Arts – Recreation/ Fitness Leadership</td>
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</table>

### School of Health Sciences

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>First Aid in the Workplace Certificate: Level 1 &amp; 2^</td>
<td>C</td>
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<td>Y</td>
</tr>
<tr>
<td>Certificate of Advanced Airway Management (Pre-hospital)^</td>
<td>C,O</td>
<td>Y</td>
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<tr>
<td>Certificate in Advanced Airway Management^</td>
<td>C,O</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Certificate in Emergency Intravenous Therapy (Pre-hospital)^</td>
<td>C,O</td>
<td>Y</td>
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</tr>
<tr>
<td>Certificate in Venipuncture and Venous Cannulation^</td>
<td>C,O</td>
<td>Y</td>
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<tr>
<td>Certificate in Emergency Intravenous Therapy^</td>
<td>C,O</td>
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<td>Y</td>
</tr>
<tr>
<td>Certificate in Advanced Life Support (Pre-hospital)^</td>
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<tr>
<td>Certificate in Advanced Life Support</td>
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<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Certificate in Semi Automatic External Defibrillation^</td>
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<tr>
<td>Award Courses</td>
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<tr>
<td>Bachelor of Health Science</td>
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<tr>
<td>- Clinical Dermal Therapies</td>
<td>J</td>
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<td>Y</td>
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<tr>
<td>- Natural Medicine</td>
<td>S,I</td>
<td>Y</td>
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<tr>
<td>- Paramedic (3-Year Pre-service)</td>
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<tr>
<td>- Paramedic (1-Year Conversion)</td>
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<tr>
<td>- Chinese Medicine (Acupuncture)</td>
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<tr>
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### School of Human Movement, Recreation and Performance

<table>
<thead>
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<th>Campus</th>
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<tbody>
<tr>
<td>Non-Award Courses</td>
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</tr>
<tr>
<td>Fitness Instructor Module</td>
<td>F</td>
<td>n/a</td>
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<tr>
<td>Aerobic Module^</td>
<td>F</td>
<td>n/a</td>
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<tr>
<td>Core Unit (Vic Fit)^</td>
<td>F</td>
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<tr>
<td>Aqua Module^</td>
<td>F</td>
<td>n/a</td>
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<tr>
<td>Personal Trainers Module^</td>
<td>F</td>
<td>n/a</td>
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<tr>
<td>Children and Adolescent Exercise Module^</td>
<td>F</td>
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<tr>
<td>Exercise to Music^</td>
<td>F</td>
<td>n/a</td>
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<tr>
<td>Award Courses</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Bachelor of Applied Science</td>
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</tr>
<tr>
<td>- Human Movement</td>
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<tr>
<td>- Human Movement/ Bachelor of Psychology</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>- Physical Education (Secondary)</td>
<td>F</td>
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<td>- Physical Education and Physics#</td>
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<table>
<thead>
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<th>Part-time</th>
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<tbody>
<tr>
<td>Bachelor of Arts</td>
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<td></td>
</tr>
<tr>
<td>- Performance Studies</td>
<td>F</td>
<td>Y</td>
<td>n/a</td>
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<tr>
<td>- Performance and Multimedia</td>
<td>F</td>
<td>Y</td>
<td>n/a</td>
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<tr>
<td>- Fitness Leadership*</td>
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<td>Y</td>
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<tr>
<td>- Recreation Leadership*</td>
<td>M,F</td>
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<td>Y</td>
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<tr>
<td>- Recreation Management</td>
<td>F</td>
<td>Y</td>
<td>n/a</td>
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</table>
- 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

Note: The details of the programs, courses and subjects set out in this Handbook might change after the date of publication. To ensure that information about Faculty of Human Development courses is still accurate, contact the Faculty of Human Development Executive Officer on (03) 9688 4164.
# Postgraduate Courses

## Faculty of Arts

### Higher Degrees by Research

<table>
<thead>
<tr>
<th>Degree</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts by Research</td>
<td>S,F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Doctor of Philosophy by Research</td>
<td>S,F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Social Work by Research</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Postgraduate Programs by Coursework

- **Graduate Certificate in Asian and Pacific Studies (General Stream)**
  
- **Graduate Certificate in Asian and Pacific Studies (Community Development Stream)**
  
- **Graduate Certificate in Women’s Studies**
  
- **Graduate Diploma in Applied Psychology**
  
- **Graduate Diploma in Asian and Pacific Studies (General Stream)**
  
- **Graduate Diploma in Asian and Pacific Studies (Community Development Stream)**
  
- **Graduate Diploma in Communication**
  
- **Graduate Diploma in Counselling**
  
- **Graduate Diploma in Modern Languages**
  
- **Graduate Diploma in Psychological Studies**
  
- **Graduate Diploma in Women’s Studies**
  
- **Master in Counselling**
  
- **Master of Arts in Asian and Pacific Studies (General Stream)**
  
- **Master of Arts in Asian and Pacific Studies (Community Development Stream)**
  
- **Master of Arts in Communication**
  
- **Master of Arts in Women’s Studies**
  
- **Master of Applied Psychology**
  
- **Community Psychology Stream**
  
- **Sport Psychology Stream**
  
- **Health Psychology Stream**
  
- **Master of Psychoanalysis**
  
- **Master of Psychology**
  
- **Clinical Psychology Stream**
  
- **Clinical Neuropsychology Stream**
  
- **Doctor of Psychology**
  
- **Clinical Psychology Stream**
  
- **Clinical Neuropsychology Stream**

### 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

### Victoria Graduate School of Business

<table>
<thead>
<tr>
<th>Degree</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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</thead>
<tbody>
<tr>
<td>Master of Executive Studies (Offshore)</td>
<td>C,P,K,D,3</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Doctor of Business Administration</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Business Administration (International)</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Business by Research</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
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</table>

### School of Accounting and Finance

<table>
<thead>
<tr>
<th>Degree</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Accounting</td>
<td>C,H,P,K</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Business in Accounting</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Business in Finance</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Business in Professional Accounting</td>
<td>C,H,P,K</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Business by Research</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
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</tbody>
</table>
School of Applied Economics

Master of Business in Business Economics  
Master of Business in International Trade  
Master of Business in International Music and Entertainment Business  
Graduate Certificate in Statistics  
Graduate Certificate in Retail Management (Offshore)  
Graduate Diploma in Retail Management (Offshore)  
Master of Business in Retail Management (Offshore)  
Master of Business by Research  
Doctor of Philosophy  

School of Applied Economics

School of Hospitality and Marketing

Master of Business in Hospitality Management  
Master of Business in Hospitality Management (Professional Practice)  
Master of Business in Marketing  
Master of Business in Tourism Management  
Master of Business in Hospitality and Tourism Marketing  
Master of Business in Hospitality and Tourism Education  
Master of Business in Sports Tourism  
Master of Business by Research  
Doctor of Philosophy  

School of Hospitality and Marketing

School of Information Systems

Graduate Certificate in Enterprise Resource Planning Systems  
Master of Business, Enterprise Resource Planning Systems  
Graduate Diploma in Business Computing  
Master of Business in Information Systems  
Master of Business E-Commerce/Marketing  
Master of Business by Research  
Doctor of Philosophy  

School of Information Systems

School of Law

Graduate Certificate in Australian Immigration Law  
Graduate Diploma of International Commercial Law  
Masters in Comparative Commercial Law  
Masters of Laws  
Masters of International Commercial Law  
Master of Business by Research  
Doctor of Juridical Science  
Doctor of Philosophy  

School of Law

School of Management

Master of Business in Management Practice  
Master of Business in Event Management  
Master of Business in Industrial Relations/Human Resource Management  
Master of Business by Research  
Doctor of Philosophy  

School of Management

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

Centre for Environmental Safety and Risk Engineering

Doctor of Philosophy  
Graduate Certificate  
- Performance-based Building and Fire Codes  
Graduate Diploma  
- Building Fire Safety and Risk Engineering  
Master of Engineering (Coursework)  
- Building Fire Safety and Risk Engineering  
Master of Engineering (Research)  
Master of Science in Occupational Safety and Health  
Master of Science in Occupational Hygiene  

Faculty of Engineering and Science
### Centre for Packaging, Transportation and Storage

<table>
<thead>
<tr>
<th>Programme</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Philosophy</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Master of Engineering (Research)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
<td></td>
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<tr>
<td>Graduate Certificate</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
<td></td>
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<tr>
<td>- Intermodal Freight Systems</td>
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### School of Communications and Informatics

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<th>Programme</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Engineering (Research)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Master of Science (Research)</td>
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<td>Y</td>
<td></td>
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<tr>
<td>Doctor of Philosophy</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Diploma</td>
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<td>Y</td>
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<tr>
<td>- Communication Systems</td>
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<tr>
<td>- Computer Science</td>
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<tr>
<td>- Computer and Mathematical Sciences</td>
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<tr>
<td>- Multimedia Information Networking</td>
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<tr>
<td>- Software Engineering</td>
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<tr>
<td>Master of Engineering Science (Coursework)</td>
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<tr>
<td>Master of Engineering</td>
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<tr>
<td>- Microelectronic Engineering</td>
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<td>- Electrical and Electronic Engineering</td>
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<td>Master of Engineering Science (Coursework)</td>
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<tr>
<td>Master of Science</td>
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<td>Y</td>
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<tr>
<td>- Computer Science (coursework)</td>
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<tr>
<td>- Computer and Mathematical Sciences (coursework)</td>
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<td>- Software Engineering</td>
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### School of Life Sciences and Technology

<table>
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<tr>
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<th>Year 1</th>
<th>Year 2</th>
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<tbody>
<tr>
<td>Doctor of Philosophy</td>
<td>F,S,W</td>
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<td>Graduate Diploma</td>
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<tr>
<td>- Environmental Management</td>
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<td>Master of Science (Coursework)</td>
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<td>Y</td>
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<tr>
<td>- Environmental Management</td>
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<tr>
<td>- Food Science and Technology</td>
<td>W</td>
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<tr>
<td>Master of Science (Research)</td>
<td>F,S,W</td>
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<td>Y</td>
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<tr>
<td>School of the Built Environment</td>
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<td>Y</td>
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<tr>
<td>Doctor of Philosophy</td>
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<tr>
<td>Master of Engineering (Research)</td>
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<td>- Project Management</td>
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<tr>
<td>Master of Engineering (Coursework)</td>
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<td>Y</td>
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<tr>
<td>- Project Management</td>
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</table>

**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: BobRitches@vu.edu.au

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### Faculty of Human Development

#### Faculty Courses

<table>
<thead>
<tr>
<th>Programme</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
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<tbody>
<tr>
<td>Graduate Diploma in Dementia Care and Service</td>
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<td>Y</td>
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<tr>
<td>Graduate Program in Aged Services Management incorporating</td>
<td>C,O</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>- Graduate Diploma in Aged Services Management</td>
<td>C</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>- Master of Health Science – Aged Services Management</td>
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#### School of Education

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<th>Part-time</th>
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</thead>
<tbody>
<tr>
<td>Graduate Certificate in Teaching Studies of Asia</td>
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</tr>
<tr>
<td>Graduate Diploma in Secondary Education</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Program in Education for Professional Development</td>
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</table>
Technical and Further Education
School of Engineering, Science and Industrial Skills

Graduate Program in Education and Training

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Education for Professional Development</td>
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</tr>
<tr>
<td>Graduate Diploma in Education for Professional Development</td>
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Graduate Program in TESOL & Literacy

<table>
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<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in TESOL</td>
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<td>Y</td>
</tr>
<tr>
<td>Graduate Certificate in Literacy</td>
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<td>Y</td>
</tr>
<tr>
<td>Graduate Diploma in TESOL</td>
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<tr>
<td>Master of TESOL</td>
<td>F,V</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of TESOL and Literacy</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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</tbody>
</table>

Graduate Program in Tertiary Education

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>Graduate Certificate in Tertiary Education</td>
<td>F</td>
<td>n/a</td>
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<tr>
<td>Graduate Diploma in Tertiary Education</td>
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</table>

Graduate Program in Experiential Learning & Development

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Experiential Learning &amp; Development</td>
<td>F</td>
<td>Y</td>
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</table>

Master of Education (by Research)

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osteopathy</td>
<td>C</td>
<td>Y</td>
<td>n/a</td>
</tr>
<tr>
<td>Osteopathy (for medical practitioners)</td>
<td>C</td>
<td>n/a</td>
<td>Y</td>
</tr>
<tr>
<td>(by Coursework)</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>(by Research)</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>S</td>
<td>Y</td>
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</table>

School of Health Sciences

Graduate Diploma in Clinical Chinese Medicine

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diploma in Complementary Therapies</td>
<td>S</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Diploma in Prepared Chinese Medicine</td>
<td>C,S</td>
<td>Y</td>
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Graduate Program in Western Herbal Medicine

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Program in Paramedicine and Pre Hospital Care</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate Certificate in Aeromedical Care</td>
<td>I</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Certificate in Aeromedical Rescue &amp; Retrieval</td>
<td>I</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Certificate in Emergency Service Education#</td>
<td>I</td>
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<td>Y</td>
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<tr>
<td>Graduate Certificate in Emergency Service Management#</td>
<td>I</td>
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<tr>
<td>Graduate Certificate in Hyperbaric Medicine</td>
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<td>Y</td>
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<tr>
<td>Graduate Certificate in Intensive Care Paramedic</td>
<td>I</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Certificate in Paediatric Emergencies#</td>
<td>I</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Certificate in Paramedic Practitioner</td>
<td>I</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Certificate in Pre-Hospital Care</td>
<td>I</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Diploma in Paramedics</td>
<td>I</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Graduate Diploma in Pre-Hospital Care</td>
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Master of Health Science

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<th>Part-time</th>
<th>Year</th>
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<tbody>
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<td>Osteopathy</td>
<td>S</td>
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</table>

School of Human Movement, Recreation and Performance

Graduate Diploma in Exercise and Sport Sciences

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>Graduate Program in Ageing, Disability and Recreation Management</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Certificate in Ageing, Disability &amp; Leisure</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Certificate in Ageing, Disability &amp; Recreation Management</td>
<td>F</td>
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</tbody>
</table>

Master of Arts - Ageing, Disability & Recreation Management

<table>
<thead>
<tr>
<th>Program</th>
<th>Full-time</th>
<th>Part-time</th>
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<tr>
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<td>S</td>
<td>Y</td>
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<tr>
<td>(by Research)</td>
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Graduate Program in Loss and Grief

<table>
<thead>
<tr>
<th>Program</th>
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<th>Part-time</th>
<th>Year</th>
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<tbody>
<tr>
<td>Master of Arts - Ageing, Disability &amp; Recreation Management</td>
<td>F</td>
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</table>
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
- 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 Geriatric 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 Geriatric 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

Note: The details of the programs, courses and subjects set out in this Handbook might change after the date of publication. To ensure that information about Faculty of Human Development courses is still accurate, contact the Faculty of Human Development Executive Officer on (03) 9688 4164.