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

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

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How to use this book

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

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

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

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

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

Handbook on the web

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

Please Note

The attention of all students and prospective students is drawn to the possibility that due to circumstances that presently cannot be foreseen, the details of the programs, courses and modules/units set out in the Handbook may change after the date of publication. Accordingly, before final decisions are made or enrolment occurs based on information contained in the Handbook, each student or prospective student should contact the Centre for Commencing Students on (03) 9688 4110 to ensure that the pertinent information is still accurate.
The TAFE Division of Victoria University provides award-winning vocational education and training for a wide range of skilled occupations. We aim to provide you with the right combination of up-to-date and industry relevant academic, practical and personal skills. Our TAFE graduates enjoy excellent employment prospects.

In 2002, more than twenty-seven thousand students chose to enrol in TAFE courses at Victoria University, making it the biggest provider of vocational education and training in Victoria. The TAFE Division is organised into six Schools. Courses are conducted by departments and units located within the Schools:

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

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

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

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

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

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

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

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

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


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

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

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

Richard Carter
Deputy Vice-Chancellor and Director of TAFE
TAFE Courses at Victoria University in 2003

Strategic Development

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

School of Building, Electrical and Information Technology

Building and Construction Department
Certificate I in Boatbuilding (15562VIC) [Pre-Apprenticeship]
Certificate II in Boatbuilding (15563VIC) [Traineeship]
Certificate III in Boatbuilding (15564VIC) [Apprenticeship]
Certificate I in Construction (Off-site) (BCF10100)
Certificate II in Off-Site Construction (BCF20100)
Certificate III in Off-Site Construction (Joinery, Timber, Aluminium, Glass) (BCF30200)
Certificate I in Construction (BCG10198)
Certificate II in General Construction (BGG20198-B) [Bricklaying – Pre-Apprenticeship]
Certificate III in General Construction (Bricklaying) (BGG30308) [Apprenticeship]
Certificate II in Building and Construction (Carpentry – Pre-Apprenticeship)
Certificate III in General Construction (Carpentry – Framework, Formwork, Finishing) (BGG30798) [Apprenticeship]
Certificate II in Furnishing (Furniture Manufacturing) (BGG40198) [Pre-Apprenticeship]
Certificate III in Furnishing (Cabinet Making) (BGG40208) [Apprenticeship]
Course in Building and Engineering Trades Orientation (3113TNWB)
Diploma of Building Design & Drafting (SA3474)
Diploma of Building (SA3475)
Certificate IV in Building (SA3477)
Certificate IV in Building Drafting (SA3476)
Diploma of the Built Environment (SA3472)
Diploma of Building Surveying (SA3473)

Building Services and Special Trades Department
Certificate II in General Construction (BGG20198-P) [Painting & Decorating Pre-Apprenticeship]
Certificate III in General Construction (Painting & Decorating) (BGG30498)
Certificate I in Building & Construction (Plumbing) (2102ABC)
Certificate III in Plumbing and Gasfitting (20085VIC)
Certificate IV in Plumbing (Services Design) (2402ADC)
Certificate II in Sign Industry (20087VIC)
Certificate III in Off-Site Construction (Sign Writing/Computer Operations) (BCF30700)
Certificate IV in Sign Technology (21000VIC)
Course in Building and Engineering Trades Orientation (3113TNWB)
Certificate II in Building and Construction (Protective Coating for Corrosion Control) (2302AFB)

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

Information Technology Department
Certificate I in Information Technology (ICA10101) [ICDL – International Computer Drivers License]
Certificate III in Information Technology (Software Applications) (ICA30199) [Web Pages]
Certificate III in Information Technology (General) (ICA30299)
Certificate III in Information Technology (Network Administration) (ICA30399)
Certificate IV in Information Technology (21103VIC)
Certificate IV in Information Technology (Network Management) (ICA40399)
Certificate IV in Information Technology (Client Support) (ICA40499)
Certificate IV in Information Technology (Programming) (ICA40699)
Certificate IV in Information Technology (Technical Support) (ICA40599)
Certificate IV in Multimedia (14933VIC)
Diploma of Information Technology (Software Development) (ICA80299)
Diploma of Multimedia (14934VIC)
Diploma of Information Technology (21104VIC) [Specialising in Network & Internet Technology]
School of Business

Administrative and Legal Studies Department
Certificate IV in Electronic Publishing (21233VIC)
Certificate II in Desktop Publishing (21232VIC)
Certificate III in Business (Legal Administration) (BSA30200)
Certificate IV in Business (Legal Services) (BSA40201)
Diploma of Business Administration (BSB50201)
Certificate IV in Business Administration (BSB40201)
Certificate III in Business Administration (BSB30201)
Certificate II in Business (BSB20101)
Certificate III in Business (BSB30101)
Certificate IV in Business (BSB40101)
Diploma of Business (BSB50101)
Advanced Diploma of Business (Legal Practice) (20055VIC)
Certificate III in Government (PSP30199)

Financial Services Department
Certificate III in Financial Services (FNB30199)
Certificate IV in Financial Services (FNB40199)
Advanced Diploma of Accounting (FNB60299)
Diploma of Business (Banking and Finance) (FNB60101)
Course in Real Estate for Agents' Representatives (FNB40001)
The Certificate IV in Business (Estate Agency Practice) (24041DA)
Certificate IV in Property Services (Real Estate Operations) (24041OB)
Course in Introduction to Call Centre Operations (3113BDC100)
Certificate II in Telecommunications (Call Centres) (ICT20499)
Certificate III in Telecommunications (Call Centres) (ICT30599)
Certificate IV in Telecommunications (Call Centres) (ICT40599)
Diploma of Commerce (3113BDC100)
Diploma in Customer Contact Management (3113BCCM01)

Management and Marketing Department
Certificate III in Business (Frontline Management) (BSB30501)
Certificate IV in Business (Frontline Management) (BSB40501)
Diploma of Business (Frontline Management) (BSB50501)
Certificate IV in Business (Human Resources) (BSB40801)
Diploma of Business (Human Resources) (BSB50801)
Advanced Diploma of Business (Human Resources) (BSB60801)
Certificate IV in Business Management (BSB440101)
Diploma of Business Management (BSB540101)
Advanced Diploma of Business Management (BSB640101)
Advanced Diploma of Business (Operations Management) (20055VIC)
Certificate IV in Business (Operations Management) (20055VIC)
Certificate IV in Business (Advertising) (BSB40601)
Diploma of Business (Advertising) (BSB50601)
Advanced Diploma of Business (Advertising) (BSB60601)
Certificate IV in Business (Marketing) (BSB40701)
Diploma of Business (Marketing) (BSB50701)
Advanced Diploma of Business (Marketing) (BSB60701)
Advanced Diploma of Business (International Business) (20055VIC)
Certificate IV in Business (International Trade) (20055VIC)
Advanced Diploma of Business (Public Relations) (20055VIC)
Certificate IV in Business (BSB40101)
Diploma of Business (BSB50101)
Certificate IV in Business Development (BSB40501)
Diploma of Business Development (BSB50501)
Advanced Diploma of Business Development (BSB60401)
Certificate III in Business (Sales) (BSB30001)
Graduate Certificate in Management Development (Education and Training) (2804ABB)
Certificate IV in Assessment and Workplace Training (DSZ40198)

Western Business Enterprise Centre
Certificate II in Security (Guarding) (PRS20198)
Certificate III in Security (Guarding) (PRS30198)
Certificate IV in Business (Small Business Management) (BSB40401)
Certificate IV Business Facilitation (WSB57)
School of Engineering, Science and Industrial Skills

Automotive and Fabrication Department

Certificate II in Automotive Technology (21110VIC)
Certificate I in Automotive (AUR10199)
Certificate II in Automotive (Administration – Clerical) (AUR20199)
Certificate II in Automotive (Mechanical) (AUR20799 – AUR21899)
Certificate II in Automotive (Vehicle Body) (AUR22499 – AUR22999)
Certificate II in Automotive (Sales) (AUR21999 – AUR22399)
Certificate II in Marine (AUR23199 – AUR23299)
Certificate II in Bicycles (Services) (AUR23099)
Certificate II in Outdoor Power Equipment (Services) (AUR23399)
Certificate III in Automotive (Sales) (AUR31399 – AUR31499)
Certificate III in Automotive Vehicle Body (AUR31699 – AUR31899)
Certificate III in Automotive (Mechnical) (AUR30299 – AUR31299)
Certificate III in Outdoor Power Equipment (AUR32499 – AUR32599)
Certificate IV in Automotive (AUR40199)

Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC)
Certificate I in Engineering (MEM10198F)
Certificate II in Engineering – Production (MEM20198F)
Certificate III in Engineering – Production Technology (MEM30198F)
Certificate III in Engineering – Production Systems (MEM3098F)
Certificate III in Engineering – Fabrication Trade (MEM30398) [Light & Heavy]
Certificate IV in Engineering Technology (2008VICF)

Advanced Diploma of Engineering Technology (2003VICF) [Fabrication/Welding Supervision, Inspection]
Diploma of Engineering Technology (2001VICF) [Fabrication/Welding]

Industrial Skills Training Centre

Course in Cranes [Contact Department for details]
Course in Rigging – Basic [Contact Department for details]
Course in Rigging – Intermediate [Contact Department for details]
Course in Rigging – Advanced [Contact Department for details]
Course in Safe Lifting (Load Slinging) [Contact Department for details]
Course in Scaffolding – Basic [Contact Department for details]
Course in Scaffolding – Limited Height [Contact Department for details]
Course in Scaffolding – Intermediate [Contact Department for details]
Course in Scaffolding – Advanced [Contact Department for details]
Course in Dogging [Contact Department for details]
Course in Earthmoving [Contact Department for details]
Course in Trench Shoring and Safety [Contact Department for details]
Course in Forklift Operating [Contact Department for details]
Course in Elevating Platform Vehicle Operators [Contact Department for details]
Driver Training [Contact Department for details]
Driver Education [Contact Department for details]
Certificate IV in Assessment and Workplace Training (BSZ40198)
Certificate III in Civil Construction (Plant) (BCG30198)
Certificate III in General Construction (Plant) (BCG3398)
Certificate I in Transport and Distribution (Warehousing) (TDIT10197)
Certificate II in Transport and Distribution (Warehousing) (TDIT20197)
Certificate III in Transport and Distribution (Warehousing) (TDIT30197)
Certificate IV in Transport and Distribution (Warehousing) (TDIT40197)
Certificate I in Transport and Distribution (Road Transport) (TDIT10297)
Certificate II in Transport and Distribution (Road Transport) (TDIT20297)
Certificate III in Transport and Distribution (Road Transport) (TDIT30297)
Certificate IV in Transport and Distribution (Road Transport) (TDIT40297)
Diploma of Transport and Distribution (Logistics) (TDIT51098)

Advanced Diploma of Transport and Distribution (Logistics) (TDIT61098)
Certificate III in Transport and Distribution (Mobile Crane Operations) (TDIT30998)
Certificate IV in Transport and Distribution (Mobile Crane Operations) (TDIT40998)
Certificate III in Road Transport (Motor Vehicle Driving Instructor) (2311EA)
Certificate I in Transport and Distribution (Rail Passenger Services) (TDIT10598)
Certificate II in Transport and Distribution (Rail Passenger Services) (TDIT20598)
Certificate III in Transport and Distribution (Rail Passenger Services) (TDIT30598)
Certificate I in Transport and Distribution (Rail Operations) (TDIT10498)
Certificate II in Transport and Distribution (Rail Operations) (TDIT20498)
Certificate III in Transport and Distribution (Rail Operations) (TDIT30498)
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance) (WFS30402)

Engineering Technology Department

Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) [Civil]
Advanced Diploma of Engineering Technology (2002VIC) [Civil]
Diploma of Engineering Technology (2001VIC) [Civil]
Certificate I in Engineering Technology (14309VIC)
Certificate I in Engineering (MEM10198)
Certificate II in Engineering (Production) (MEM20198)
Certificate II in Engineering (Production Technology) (MEM20298)
Certificate III in Engineering (Production Systems) (MEM30198)
Certificate III in Engineering (Technician) (MEM30598)
Certificate IV in Engineering Technology (20038VIC)
Advanced Diploma of Engineering Technology (20039VIC)
Diploma of Engineering Technology (20031VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Certificate II in Automotive Manufacturing (AUM20100)
Certificate III in Automotive Manufacturing – Frontline Management (AUM30100)
Certificate IV in Automotive Manufacturing – Frontline Management (AUM40100)
Certificate IV in Automotive Manufacturing – Manufacturing Maintenance (AUM40200)

Science and Food Technology Department
Certificate II in Science Bridging (12883VIC)
Certificate III in Science Bridging (12884VIC)
Certificate III in Animal Technology (QLD3575)
Certificate IV in Animal Technology (2411ARC)
Diploma of Applied Science (Animal Technology) (QLD3522)
Certificate II in Animal Studies (RUV20198)
Certificate III in Animal Studies (RUV30198)
Certificate IV in Veterinary Nursing (RUV40198)
Certificate III in Laboratory Skills (PML30199)
Certificate IV in Laboratory Techniques (PML40199)
Diploma of Laboratory Technology (PML50199)
Diploma of Laboratory Technology (Process Manufacturing Testing) (PML50199)
Diploma of Laboratory Technology (Pathology Testing) (PML50199)
Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)
Diploma of Laboratory Technology (Food Testing) (PML50199)
Advanced Diploma of Laboratory Operations (PML60199)
Certificate I in Horticulture (RUH101098)
Certificate II in Horticulture (Arboriculture) (RUH202098)
Certificate II in Horticulture (Floriculture) (RUH203098)
Certificate III in Horticulture (Landscape) (RUH204098)
Certificate II in Horticulture (Nursery) (RUH205098)
Certificate II in Horticulture (Parks & Gardens) (RUH206098)
Certificate II in Horticulture (Production) (RUH208098)
Certificate II in Horticulture (Turf Management) (RUH207098)
Certificate III in Horticulture (RUH30198)
Certificate III in Occupational Health & Safety (QLD1893)
Certificate IV in Occupational Health & Safety (QLD1892)
Diploma of Occupational Health & Safety (QLD1891)
Certificate IV in Meat Processing (Leadership) (MTM40100)
Certificate IV in Meat Processing (Quality Assurance) (MTM40300)
Diploma of Meat Processing (MTM50100)
Advanced Diploma of Meat Processing (MTM60100)
Certificate II in Local Government (Environmental Health and Regulation) (LGA20200)
Certificate III in Local Government (Environmental Health and Regulation) (LGA30200)
Diploma of Local Government (Environmental Health and Regulation) (LGA50300)
Advanced Diploma of Local Government (Environmental Health and Regulation) (LGA60300)
Certificate I in Food Processing (Plant Baking) (FDF101098)
Certificate II in Food Processing (Plant Baking) (FDF203098)
Certificate III in Food Processing (Plant Baking) (FDF302098)
Certificate I in Process Plant Skills (PMA10198)
Certificate I in Food Processing (FDF101098)
Certificate I in Pharmaceutical Manufacturing (FDF102098)
Certificate II in Pharmaceutical Manufacturing (FDF202098)
Certificate II in Process Plant Operations (PMA201098)
Certificate III in Food Processing (FDF301098)
Certificate III in Pharmaceutical Manufacturing (FDF302098)
Certificate III in Process Plant Operations (PMA301098)
Diploma of Food Technology (2506AKC)
Certificate IV in Food Technology (11893VIC)
Diploma of Natural Resource Management (2212AMC)
Certificate III in Health (Hospital Pharmacy Technician) (2807AHIC)
Certificate IV in Mortuary Science (Embalming) (2411AGB)
Courses in Lubrication (21010VIC)
Certificate IV in Assessment and Workplace Training (BSZ40198)
School of Further Education and Employment Services

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

Arts and Preparatory Programs Department
Diploma of Arts (Small Companies and Community Theatre)(21052VIC)
Certificate IV in Professional Writing and Editing(21123VIC)
Diploma of Arts (Professional Writing and Editing)(21124VIC)
Certificate I in English Language Literacies(21047VIC)
Certificate II in English Language Literacies(21048VIC)
Access Course for Women(3113200KFM)
Gateway to Nursing and the Health Sciences(3113220HIZB)
Preparation for Tertiary Studies (Arts)(3113200LZO)
Certificate I in ESL Access(14387VIC)
Certificate II in ESL Access(14378VIC)
Certificate I in General Education for Adults (Introductory)(21249VIC)
Certificate I in General Education for Adults(21250VIC)
Certificate II in General Education for Adults(21251VIC)
Diploma of Liberal Arts(21209VIC)
Certificate IV in Liberal Arts(21219VIC)
Victorian Certificate of Education (2200LZV)

Music Programs
Certificate IV in Music(CUS40101)
Certificate IV in Music(Technical Production)(CUS40201)
Diploma of Music Industry (Technical Production) (CUS50201)
Diploma of Music (CUS50101)
Certificate IV in Music Industry (Business)(CUS40001)
Diploma of Music Industry (Business)(CUS50001)

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

Department of Employment & Training Services
Certificate I in Horticulture(RUH10198)
Certificate II in Horticulture(RUH10298–RUH10798)
Course in Planning for Employment and Training(21109VIC)
School of Human Services, Art and Multimedia

Art, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design)(12682VIC)
Diploma of Arts (Graphic Arts)(12681VIC)
Certificate IV in Arts (Applied Design)(15727VIC)
Advanced Diploma of Multimedia(CUF60501)
Diploma of Multimedia(CUF50701)
Diploma of Arts (Visual Art)(12687VIC)

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

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

Library Studies Unit
Diploma of Library and Information Services(CUL50399)
Certificate III in Library and Information Services(CUL30199)

Social and Community Studies Department
Certificate III in Community Services (Disability Work)(CHC30799)
Certificate IV in Community Services (Disability Work)(CHC40799)
Diploma of Community Services (Disability Work)(CHC50799)
Certificate II in Community Services (Community Work)(CHC20499)
Certificate III in Community Services (Community Work)(CHC30699)
Diploma of Community Services (Community Work)(CHC50699)
Certificate III in Community Services (Aged Care Work)(CHC30199)
Certificate IV in Community Services (Aged Care Work)(CHC40199)
Diploma of Community Services (Welfare Studies)(2507ABC)
Diploma in Counselling (3113GWD40)
Advanced Diploma of Justice (21214VIC)
Diploma of Justice (21211VIC)
Certificate IV in Justice (21212VIC)
Diploma of Community Services (Youth Work)(CHC30999)
Diploma of Business (Community Services and Health Management)(2504ABC)
Certificate II in Home Support Cleaning(21186VIC)
Course in Palliative Care Awareness(3113GWD30)
Certificate II in Asset Maintenance (Cleaning Operations)(PRM20198)

Sport and Recreation Department
Certificate II in Fitness(SRF20201)
Certificate III in Fitness(SRF30201)
Certificate IV in Fitness(SRF40201)
Certificate II in Outdoor Recreation(SRF20299)
Certificate II in Sport (Career Oriented Participation)(SRS20299)
Certificate II in Sport and Recreation(SRS20199)
Certificate III in Sport and Recreation(SRS30199)
Certificate II in Community Recreation(SRC20201)
Certificate III in Community Recreation(SRC30201)
Certificate IV in Community Recreation(SRC40201)
Diploma of Community Recreation(SRC50201)
Certificate IV in Sport and Recreation(SRO40199)
Diploma of Sport and Recreation(SRO50199)
Certificate IV in Sports (Development)(SRS40399)
Diploma of Sport (Development)(SRS50399)
Certificate IV in Sports Science (Golf)(3113SRG35)
Diploma of Sports Science (Golf)(3113SRG36)
Certificate II in Racing (Greyhound) – Kennelhand Level 1(BGR20398)
Certificate III in Racing (Greyhound) – Kennelhand Level 2(BGR30598)
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)
School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling (2211ARC)
Certificate II in Nail Technology (WRB20199)
Certificate III in Beauty (WRB30199)
Certificate IV in Beauty Therapy (WRB40199)
Course in Basic Make-Up (3113CBLCAF)
Diploma of Entertainment (Make-Up) (CUE50798)
Certificate IV in Entertainment Make-Up (CUE40098)
Diploma of Health Science (Massage) (WAO350)
Certificate IV in Health Science (Remedial Massage) (3113HT002)
Certificate III in Health Science (Therapeutic Massage) (3113MT001)
Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]
Certificate III in Hairdressing (WRH30100)
Certificate III in Hairdressing (20031VIC)
Certificate IV in Hairdressing (WRH40100)
Diploma of Hairdressing Salon Management (WRH50100)

Wholesale/Retail Unit
Certificate II in Wholesale Operations (WRW20101)
Certificate III in Wholesale Operations (WRW30101)
Certificate IV in Wholesale Management (WRW40101)
Diploma of Wholesale Management (WRW30101)
Certificate IV in Retail Management (WRW40197)
Certificate II in Retail Operations (WRW30197)
Certificate I in Retail Operations (WRW20197)
Certificate II in Retail Cosmetic Assistant (WRB20399)

Hospitality and Tourism Department
Certificate I in Hospitality (Operations) (THH10002)
Certificate II in Hospitality (Kitchen Operations) (THH11102)
Certificate II in Hospitality (Operations) (THH21802)
Certificate II in Hospitality (Kitchen Operations) (THH22002)
Certificate II in Hospitality (Commercial Cookery) (THH31502)
Certificate III in Hospitality (Catering Operations) (THH32902)
Certificate III in Hospitality (Operations) (THH33602)
Certificate III in Hospitality (Food and Beverage) (THH33279)
Certificate IV in Hospitality (Supervision) (THH42602)
Diploma of Hospitality Management (THH51202)
Advanced Diploma of Hospitality Management (THH60202)
Certificate II in Tourism (Operations) (THT20502)
Certificate III in Tourism (Retail Travel Sales) (THT30202)
Certificate III in Tourism (Tour Wholesaling) (THT30602)
Certificate III in Tourism (Visitor Information Services) (THT30602)
Certificate III in Tourism (Guiding) (THT30902)
Certificate III in Tourism (Operations) (THT31002)
Certificate IV in Tourism (Sales and Marketing) (THT40102)
Certificate IV in Tourism (Operations) (THT40302)
Certificate IV in Tourism (Guiding) (THT40302)
Certificate IV in Tourism (Natural and Cultural Heritage) (THT40402)
Diploma of Tourism (Marketing and Product Development) (THT50102)
Diploma of Tourism (Operations Management) (THT50302)
Advanced Diploma of Tourism Management (THT60102)
General Course Information

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

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

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

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

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

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

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

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

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

Australian Qualifications Framework
The Australian Qualifications Framework (AQF) provides a comprehensive nationally consistent framework for all qualifications in post-compulsory education and training. Victoria University offers a wide variety of courses at a range of entry levels. The descriptions below are included to give prospective students an understanding of these levels and to assist them to identify the course which best meets their needs.

Certificates I–IV
Certificates I–IV prepare people for both employment and further education and training. These certificates recognise skills and knowledge that meet nationally endorsed industry/enterprise competency standards as agreed for these levels by the relevant industry enterprise, community or professional group. Certificate I–IV courses include: preparatory access and participation skills and knowledge such as a language and culture, generic workplace competencies such as communication, working in teams and workplace technology, the full range of identified industry-specific competencies of increasing complexity and personal accountability at each level of the Certicate 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.

Preparatory and Bridging Courses
Victoria University offers a range of access and bridging programs which provide alternative entry opportunities into TAFE and higher education award courses for persons who would not normally be eligible for entry because of their previous educational qualifications, age, or other disadvantage.
Articulation Pathways
Articulation is the creation of links or study pathways to enable students to move easily between courses as their needs change. Articulation gives students the opportunity to progress to the next level of study and to receive maximum credit transfer for study already undertaken, thus reducing the time taken to complete subsequent courses. Duplication of effort is reduced and students are encouraged to continue their education at higher levels.

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

TAFE to Higher Education
Many students on completion, or even before completion, of a TAFE course wish to continue their tertiary education at Degree level. It is now possible in many areas of study to qualify for entry and to obtain substantial credit transfer into a degree course on the basis of studies undertaken at TAFE level. It should be noted that satisfactory completion of a TAFE course does not guarantee entry into a degree course. Articulation also enables students to change courses more easily without penalty. Students may move from a Degree course into a TAFE Certificate or Diploma course as their study requirements change. Specific arrangements are covered in the Articulation section of this Handbook.

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

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

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

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

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

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

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

Discipline
The University will act to protect good order and the rights of individuals within its confines. To this end, a formal process will be followed to deal with any alleged breach of discipline or misconduct. The University operates within the provision of a Regulation dealing with discipline (Regulation 2.7 Discipline) Students should note that the Student Union can be contacted on (03) 9688 4360 to assist in discipline related matters.

Grievance Procedures
Appeals, complaints and grievance procedures are based on principles of natural justice and should progress with confidentiality and discretion. In the first instance inform the relevant program manager/course co-ordinator, Head of Department or their supervisor about the situation. It is their responsibility to notify you about your rights and to take action on these matters. Students can also contact the Student Union on (03) 9688 4360 to assist in these matters.

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

Visitor
Mr John Landy MBE
Governor of Victoria

Chancellor
The Hon Justice Frank Vincent QC

D. University Officers

Principal Officers of the University

V ice-Chancellor and President
Professor Jarlath Ronayne AM
MA, PhD, HonFTCD, FRSC, FAIM, FTSE

D uality Officers

Professor Jim Falk BSc(Hons), PhD, Monash

D. University Officers

D. University Officers

Professor Michael Hamerston BA, ME(i)M db, MAL and

D. University Officers

Richard Carter BA, DipEd, L trb, GradDipTESL/TEFLSCV Toorak, ME(i)M db

D. University Officers

Professor Vaughan Beck Dip MechEng FTC, BEngM db, ME(i)M db, PhD, D Eng, FIE Aust, FAIB

D. University Officers

Professor David Lawson DipPhysEd(Syd), TPTC Balmain, MSc(E)rd, PhD, kta, PhD, knt

D. University Officers

Pro-Vice-Chancellor (International)

Division of Technical and Further Education

D. University Officers

Division of Technical and Further Education

D. University Officers

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D. University Officers

Kevin Roche BCom, DipEdM db, GradDipMgmt, MACE

D. University Officers

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D. University Officers

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Alex Radwyonik BAL, L trb

Executive Officer TAFE Division

Publicity Relations Officer

Sue Cronshaw BEd, Adelaide

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Manager TAFE 0 versu Programs

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Senior A dministrative O ffice

Margaret Smith AssDipOffAdminFootscray TA FE

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H and D partment

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Project Control 0 ffice

Lorraine Hugo
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## Course Maintenance & Accreditation

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A societD iprof/ H end of School

Spiro Mallia BEng, DipTechTeach, DipEd

Department of Building and Construction

H end of Department


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Department of Building Services & Special Trades

H end of Department


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H end of Department

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H end of Unit

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Predrag Bradilovic  DipElec, DipCompSys, DipTech(Primary)
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CertNovAdmSup

Department of Information Technology

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Sharon Brown  BAM db, DipEdM dbStColl, GradDipCompEaM db, CertIVAssmt & WkplcTrain V idM db
Ian Browne  BEdGipps, GradDipEdNauru, GradDipCompScSwimuhrn, MEadWA, CertIVAssmt & WkplcTrain V idM db
Tien Cavnak  BCompScV idM db, GradDipSecEd, CNI Netw. 5.1 Adm, MCP (VB)
Michael Chung  BAppTechRMIT, GradDipBusCompV idM db, GradCertTechEdV idM db, CertIVAssmt & WkplcTrain V idM db
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Helen Mounas

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Wayne Cramp

David Edwards

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Peter Montgomery AssDip Welfare Studies

Tom Radford

Susan Rigby

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Sean Whitehead

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Sandra Kemives CertOfficeSkills & Secretarial Studies VicMelb

Melinda Lortonan

Katherine McGhee

Employment Consultants, Employment Services
Toni Arnott MBA idM db
Liz Daly

Alyssa Eddy BBlwArts idM atrobe

Janet Elorza CertIVAss&Workplace Training
Jack Leahy

Leigh Richardson CertAdvAccreditation Team Management Systems

A dministrative Officer, Employment Services
Faye Hadden

Customer Service Officers, Employment Services
Fatma Abdou CertOffice Admin
Rebecca Atkins

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Nicolette D’Monte

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Patricia Muscat CertIIIOffAdmnRMIT
Leah Samuel

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Naomi Dempsey

Rosie Guardani

Hazel Jenz

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Ian Meyer

Geraldine Mitra

Cameron Quinten

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David Smith

Mike Valentine

Robyn Vuillemot CertIVWkplcTrng&AssV idM db

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Elisa Chung

Fiona Davies CertOfficeAdmn &Secretarial Studies
Glenda Fry

Sue Madden CertOfficeAdmn &Secretarial Studies
Sandra Vander Scheer

Sharon Watson Secretarial Course

Monitoring Officers, N ow A ppprenticeships Centre
Roland Edwards

Geoff Hosking CertIVWkplcTrng&AssV idM db

Mark Smith

N ow A ppprenticeships C onsultants Service Officers
Millia Bosnjak BusAdmnTrnshp
Sandy Carzino

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Rana Ebelli

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Maisie Naughton

Sarang Pradhan

Rebecca Shea

Eric Smith

Fiona Tialto

Trinh Truong CertIVBus(OffAdmn) idM db, CertIIIOffAdmnRMIT

Project Officers, Community Jobs Program
Wendy Grant BAppSci idM db, AdCertHort, GradCertEdd&TrainV idM db

N ow A ppprenticeships Development Officer
Keryn Gaw

Project Officers, Youth Pathways
Catina Christofakis BEd SCV, GradDipLibrary&InformationM db

ETSD Short Courses, Teacher
Frank Zarosinski
Department of Language Studies

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Cook</td>
<td>BAM, Dip.Ed., Dip.Ed(TESL), Grad Dip in TESOL, MA in TESOL</td>
</tr>
<tr>
<td>Dhammika Fernando</td>
<td>BSc(hons), MA in TESOL, Grad Dip in TESOL, MA in TESOL</td>
</tr>
<tr>
<td>Lynne Carolan</td>
<td>EDStuds(TESO &amp; LOTE)</td>
</tr>
<tr>
<td>Paul Shanahan</td>
<td>Grad Dip Ed (TESOL/LOTE)</td>
</tr>
<tr>
<td>Rose Barilari</td>
<td>BAM onash, Dip Ed Rusden</td>
</tr>
<tr>
<td>Anne Beales</td>
<td>BEAEd mb, Grad Cert (TESOL) MBch</td>
</tr>
<tr>
<td>Yvette Bockisch</td>
<td>BEAEd mb, BAM onash, Cert Ed Rusden, Grad Dip in TESOL</td>
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<tr>
<td>Jim Kaperinos</td>
<td>BA thms, Dip Ed Rusden</td>
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<tr>
<td>Con Karnavasinas</td>
<td>Diploma Electrical Engineering RMIT, Dip Ed authorn Inst, Grad Cert TESOL</td>
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<tr>
<td>Helen Lindesay</td>
<td>BASSthurme, DipEd Rusden, Grad Dip in Stud W lan M b</td>
</tr>
<tr>
<td>Fiona Graham</td>
<td>MBAmb, Dip Ed atrobe, Adv Cert Eng Wriplec D onash</td>
</tr>
<tr>
<td>Mary Hurley</td>
<td>DipEd(Prim)/Coburg, Grad Dip in TESOL MBch</td>
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<tr>
<td>Jim Kaperinos</td>
<td>BA thms, Dip Ed Rusden</td>
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<tr>
<td>Katrina McFarlane</td>
<td>BALTrope, DipILMCAE, DipEdMC, Adv Cert Eng Wriplec D onash</td>
</tr>
<tr>
<td>Tim Molyneux</td>
<td>BASSthurme, Grad DipSecEdV MBch onash, Grad Cert in StuD W lan M b</td>
</tr>
<tr>
<td>Brendan Power</td>
<td>BAM onash, Dip Ed Rusden</td>
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<tr>
<td>Sonja Rolton</td>
<td>MBAmb, BASSthurme, Grad DipEd(TESOL/LOTE)</td>
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<tr>
<td>Paul Shanahan</td>
<td>BAM onash, Grad Dip Ed Atrobe</td>
</tr>
<tr>
<td>Victoria Taylor</td>
<td>MEA onash, BAM onash, Dip Ed Rusden</td>
</tr>
<tr>
<td>Peter Tilley</td>
<td>BA(Hons) MBch, Bl(Hons) MBch, DipEd MBch, Adv Cert Appl ling RMIT</td>
</tr>
<tr>
<td>Marie Williams</td>
<td>Cert Teach CC, Dip Teach M onash, Grad Dip in TESOL &amp; Ed MBch</td>
</tr>
</tbody>
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School of Human Services, Art & Multimedia

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Aitken</td>
<td>Dip Teach EDH (Phillip), Dip Teach PnB Ed(Dip) CA E, Grad Cert in Ed MBch</td>
</tr>
<tr>
<td>Sam Jones</td>
<td>DTIP Mdb, GDSEM MBch</td>
</tr>
</tbody>
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Department of Art, Design & Multimedia

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Tony Aszodi</td>
<td>Dip EdGraphArrChisholm, Cert IV Assmt &amp; Wriplec T rain V MBch, Grad Cert TESOL</td>
</tr>
<tr>
<td>Paul Bony</td>
<td>BA Fin Art V CA</td>
</tr>
<tr>
<td>Peter Burke</td>
<td>BA Fin Art RMIT, Dip EdM db, Cert IV Assmt &amp; Wriplec Train V MBch</td>
</tr>
<tr>
<td>David Caihl</td>
<td>Cert IV Assmt &amp; Wriplec Train V MBch</td>
</tr>
<tr>
<td>Chris Capetanakis</td>
<td>BA GraphDesign Phillip Inst, Cert IV Assmt &amp; Wriplec Train V MBch</td>
</tr>
<tr>
<td>Janice Henry-Jones</td>
<td>Dip EdM db, Grad Dip Libsys M db</td>
</tr>
<tr>
<td>Greg Giannis</td>
<td>B Elec Eng Chisholm, MA (Media Arts) RMIT, Cert IV Wriplec Train SUT</td>
</tr>
<tr>
<td>Janet MacDonald</td>
<td>Dip Art Gold &amp; Silver Smith MBch, Grad Dip Ed M db, Ass Dip Art Graph Art W MIT, Grad IV Assmt &amp; Wriplec Train V MBch</td>
</tr>
<tr>
<td>Ben Northcole</td>
<td>Ass Dip Graph Art W MIT, Dip Arts Multi Media Formats, MEd, Adv Cert Art Desgn W MIT, Grad IV Assmt &amp; Wriplec Train V MBch</td>
</tr>
<tr>
<td>Alan Monagas</td>
<td>Dip Arts &amp; Design Phillip Inst</td>
</tr>
<tr>
<td>Julie Patey</td>
<td>Grad Dip Ed, BA Fin Arts</td>
</tr>
<tr>
<td>Julie Stewart</td>
<td>BA Vis Com RMIT</td>
</tr>
<tr>
<td>Jonathon Walker</td>
<td>Ass Dip Fin Arr RMIT</td>
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Department of Child Studies

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<tr>
<th>Name</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Sue Dovey</td>
<td>BEde(Early Chldhd) Inst, PhD ClhdhdD or, Grad Dip Ed H IE, Dip MTC, Cert IV Assmt &amp; Wriplec Train Medquest</td>
</tr>
<tr>
<td>Patricia Capito</td>
<td>BEde ECS M db, Ass Dip Social Studies, Cert. Parent Leadership &amp; Training</td>
</tr>
<tr>
<td>Janet Park</td>
<td>BEde L atrobe, Dip TEC IEDC, Adv Cert Project Consulting RMIT</td>
</tr>
<tr>
<td>Jennifer Atkin</td>
<td>Dip Teach EDH Phillip, Dip Teach PnB Ed(Dip) CA E, Grad Cert in Ed MBch</td>
</tr>
<tr>
<td>Christine Cook</td>
<td>BEEd CH, Dip Teach E CH / E CD</td>
</tr>
<tr>
<td>Dury D'Cruze</td>
<td>MCD Mba, Grad Dip Ed HE A</td>
</tr>
</tbody>
</table>

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Karen Baker Div 2 RN, CertIV Wkplc Train & Assm

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School of Hospitality & Personal Services

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Garry Wright DipTechTeach, AdvCertHairdressing

Sandy Wyer DipEd, DipBeautyTherpy, TradeCertHairdressing

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Teachers

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John Natoli DipEd&Train, CertIVWorkplcAssmt&Train

Virginia Wiggins DipVocEd&Train

Oscar Yildiz DipEd, BA, CertIVWorkplcAssr

Short Course Centre

Manager

Eva Mrsaik

Coordinator

Sophie Moustakas

A administrative 0 floor

Tina Atallah

Department of Hospitality & Tourism

H and of D partament

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Program Manager

Karin Zafir

Denise Appleton TTRC, AdvCertHairdressing, CertIVWorkplcTrain&Assr

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Helga Biezen BEd, AdvCertHairdressing, WorkplcAssr1&2

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Department of Hospitality & Tourism

H and of D partament

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Program Managements

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Nicholas Bouma BSc Maj in WorkplcAssrV mdb

CertIVWorkplcTrain&AssrV mdb, CertIVVetV mdb, DipVETV mdb

Jacqueline Bates TradeCertCookeryBox Hill ITA FE, GradCertTertEdV mdb, DipDipTertEdV mdb, CertIVWorkplcTrain&AssrV mdb

Pam Fegan DipTechingmgd, TradeCertPastryCookingRC, CertIVWorkplcTrain&AssrV mdb

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Robert Ford GradCertMgmtDevWMIT, DipTechingmgdM db, DipProfCookeryWestminster, TrainIngTtrainerVwthn, CertCateringWA ngs, WorkplcAssrW M IT, CertIVVetV mdb, SmallBusMgmtBdgingTA FE

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Phillip Meyer BAMon, BEdMon, DipEdMon

Gary Patterson CertIVWorkplcTrain&AssrV mdb

Sandy Pell CertIVWorkplcTrain&AssrBox Hill

Caroline Protopenko DipEdM db, TradeCertWaringSTB

David Rasmussen CookingTradeCertWAngliss, GradCertTertEdV mdb, CertIVWorkplcTrain&AssrV mdb

Rachel Trained BA Ed, DipTech

Ross Venturo TradeCertCookeryFIT, CertCateringWA ngs, CertIVWorkplcTrain&AssrV mdb, TrainIngTtrainerVwthn, GradCertTertEdV mdb

Leigh Weeks BTechGriffith, CertIIIIHairdressing, CateringQld, CertIVWorkplcTrain&AssrV mdb
TAFE Strategic Development

TAFE International

TAFE International is responsible for negotiating and managing the delivery of the University's International TAFE and English language programs. The activities undertaken by TAFE International includes:

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

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

David Fletcher
Manager, TAFE International

Workplace Learning Melbourne West

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

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

Colleen Bergin
Program Manager, WLMW

English Language Institute (ELI)

Through the English Language Institute, the University offers a wide range of intensive English language programs for international students. The Institute has highly qualified teaching staff, modern facilities and is located in Melbourne's central business district. Staff utilise the latest techniques and approaches to teaching English. ELI has NEAS accreditation (National ELT Accreditation Scheme) and is an English Australia (EA) College. English language programs are offered at all levels from beginner to advanced and comprise two streams, general and academic, the latter preparing students for further studies.

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

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

- TAFE;
- Undergraduate;
- Postgraduate.

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

An orientation program is incorporated into all English Language programs.

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

Harvey Broadstock
Head of Department, ELI

Centre for Curriculum Innovation and Development

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

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

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

Tess Demediuk
Head, Centre for Curriculum Innovation and Development
Course Maintenance & Accreditation

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

Barbara Dalloway  
Head of Unit, Course Maintenance & Accreditation

Open Learning Unit

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

Cindy Curran  
Head of Unit, Open Learning

Training and Professional Development Unit

The Training and Professional Development Unit design and develops training and professional development programs, facilitates workplace training/assessment and other industry projects involving staff from within the Centre, the teaching departments in the University and external agents. The Training and Professional Development Unit initiates and develops partnerships between industry and business, various training providers and funding agencies to enable the implementation of accredited training. The Unit assists companies and individuals to define their training needs, to develop training plans and to implement training in the workplace through appropriate flexible delivery systems. The unit also coordinates, plans and monitors professional development for the TAFE Division and uses a range of strategies for determining and addressing the professional development needs of internal staff. This includes drawing on expertise from within the CCID, the TAFE Division and the broader VU community as well as external consultants.

Evelyn Ibrahim  
Head of Unit, Training and Professional Development

VET Research and Resources Unit

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

Sue Holden  
Head of Unit, VET Research and Resources Unit

Centre for Curriculum, Innovation and Development

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

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

Tess Demediuk  
Head of Department, CCID

Certificate IV in Assessment and Workplace Training(BSZ40198)

Delivery Mode

This course is offered as Fee for Service only.

Career Opportunities

The Certificate IV in Assessment and Workplace Training is designed for people who are currently working in or wish to work in the area of training development, delivery and assessment. Upon completion of the 8 units of competence in the Certificate IV in Assessment and Workplace Training(BSZ40198), participants will be eligible for a nationally recognised qualification.

Course Objectives

The course aims to provide participants with skills to:
- plan and implement a training program for a target group
- deliver training sessions as part of a training program
- plan, conduct and review assessment procedures in a specific context
- record training data and review training.

Entry Requirements

There are no formal entry requirements for this course.

Course Duration

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

Course Structure

<table>
<thead>
<tr>
<th>Part</th>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>BSZ401A</td>
<td>Train Small Groups</td>
<td>30–40</td>
</tr>
<tr>
<td>Part II</td>
<td>BSZ403A</td>
<td>Plan Assessment</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>BSZ402A</td>
<td>Conduct Assessment</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>BSZ403A</td>
<td>Review Assessment</td>
<td>15–50</td>
</tr>
<tr>
<td>Part III</td>
<td>BSZ405A</td>
<td>Plan &amp; Promote a Training Program</td>
<td>15–50</td>
</tr>
<tr>
<td></td>
<td>BSZ406A</td>
<td>Plan a Series of Training Sessions</td>
<td>15–30</td>
</tr>
<tr>
<td>Part IV</td>
<td>BSZ407A</td>
<td>Deliver Training Sessions</td>
<td>15–50</td>
</tr>
<tr>
<td></td>
<td>BSZ408A</td>
<td>Review Training</td>
<td>15</td>
</tr>
</tbody>
</table>
Diploma in Training and Assessment Systems (BSZ50198)

Delivery Mode
This course is offered as Fee for Service only.

Career Opportunities
The Diploma in Training and Assessment Systems is designed for people who wish to work in the area of management and operation of a training and assessment system. Upon completion of the Diploma in Training and Assessment Systems (BSZ50198), participants will be eligible for a nationally recognised qualification.

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

Entry Requirements
There are no formal entry requirements for this course.

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

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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSZ501A</td>
<td>50</td>
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<tr>
<td>BSZ502A</td>
<td>40</td>
</tr>
<tr>
<td>BSZ503A</td>
<td>40</td>
</tr>
<tr>
<td>BSZ504A</td>
<td>40</td>
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<td>BSZ505A</td>
<td>45</td>
</tr>
<tr>
<td>BSZ506A</td>
<td>25</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>25</td>
</tr>
<tr>
<td>BSZ508A</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus an additional six (6) units from other Training Packages that are relevant to the implementation of assessment and workplace training. For example, financial management, project management or human resource management competencies appropriate to a Diploma level qualification.

Certificate IV in Vocational Education and Training (15559VIC)

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

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

Entry Requirements
To qualify for admission to the course, applicants are required to have literacy and numeracy skills to a level two competency as defined in the Certificate in General Education for Adults. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Duration
The course is designed to provide participants with the knowledge and skills required to undertake a major workplace project.

Course Objectives
The course aims to provide practitioners with an accredited training program at AQF level 4 and reflect the job role of a teacher/trainer who is principally concerned with the delivery of vocational education and training and, who under minimal or no guidance, organizes and carries out a range of functions involving learning and assessment.

Entry Requirements
To qualify for admission to the course, applicants are required to have literacy and numeracy skills to a level two competency as defined in the Certificate in General Education for Adults. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Structure
The course is designed to provide participants with the knowledge and skills required to undertake a major workplace project.
Course Duration
The course may be offered on a full-time basis over 540–580 nominal hours or part-time equivalent. Ten of the Diploma of VET units are also offered online in a flexible mode.

Course Structure
The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBH777</td>
<td>30</td>
<td>Assess Learning Needs of Individuals and Groups</td>
</tr>
<tr>
<td>VBH778</td>
<td>40</td>
<td>Plan for Teaching and Learning</td>
</tr>
<tr>
<td>VBH779</td>
<td>40</td>
<td>Facilitate Individual and Group Learning</td>
</tr>
<tr>
<td>VBH780</td>
<td>30</td>
<td>Maintain Professional Competence</td>
</tr>
<tr>
<td>VBH781</td>
<td>30</td>
<td>Work in a Team</td>
</tr>
<tr>
<td>VBH782</td>
<td>40</td>
<td>Critically Examine Teaching and Learning Practice</td>
</tr>
<tr>
<td>VBH783</td>
<td>40</td>
<td>Develop Basic Assessment Tools</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>15</td>
<td>Plan Assessment</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>15</td>
<td>Conduct Assessment</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>5</td>
<td>Review Assessment</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>15</td>
<td>Review Training</td>
</tr>
<tr>
<td>VBH789</td>
<td>40</td>
<td>Design and Customise Learning Programs</td>
</tr>
</tbody>
</table>

Elective Units

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

Graduate Certificate in Vocational Education and Training (21205VIC)

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

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

Entry Requirements
To qualify for admission to the course, applicants must:
(a) generally be employed in a registered training organisation, or other vocational education and training organisation or agency, or be involved in practical situations that enable them to apply knowledge and skills that they demonstrate to the satisfaction of the Head of Department
(b) have successfully completed the Diploma of Vocational Education and Training (15560VIC), or equivalent.

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

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

Course Structure
The structure of the course is as follows:

Core units (120 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK810</td>
<td>80</td>
<td>Teaching and Learning Practices</td>
</tr>
<tr>
<td>VBK811</td>
<td>40</td>
<td>Using Technologies in VET</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK812</td>
<td>40</td>
<td>VET Policy Analysis and Implementation</td>
</tr>
<tr>
<td>VBK813</td>
<td>40</td>
<td>Research Methods</td>
</tr>
<tr>
<td>VBK814</td>
<td>40</td>
<td>Educational Planning and Design</td>
</tr>
<tr>
<td>VBK815</td>
<td>40</td>
<td>Marketing and Strategic Planning</td>
</tr>
</tbody>
</table>

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

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

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

Therefore participants in the Graduate Certificate in VET in Schools Implementation (21102VIC) could be:
- TAFE teachers/trainers involved in VET in Schools programs
- Secondary school teachers involved in VET in Schools programs
- People with industry qualifications who have formed, or are forming partnerships with RTOs in delivering VET in Schools programs

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

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

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VB694</td>
<td>45</td>
<td>VET in Schools Context</td>
</tr>
<tr>
<td>VB695</td>
<td>45</td>
<td>Theory and Skills for Adolescent Learning</td>
</tr>
<tr>
<td>VB696</td>
<td>45</td>
<td>Course Design, Assessment and Evaluation</td>
</tr>
<tr>
<td>VB697</td>
<td>45</td>
<td>VET in Schools Implementation</td>
</tr>
</tbody>
</table>
School of Building, Electrical & Information Technology

The courses offered by the School provide the skills and knowledge needed for employment in the building industry, sign industry, electrical trades, electronics, information technology, computer systems and networking. Employers and students appreciate the value of Pre-apprenticeship courses, and there is a high success rate in students obtaining apprenticeships after completing a pre-apprenticeship course, because of the strong links with industry that have been developed. Such courses [Certificate I or II] are offered for the following trades: Building, Bricklaying, Carpentering & Joinery, Electrical, Painting & Decorating, Furniture Manufacturing/Cabinet Making, Plumbing & Gasfitting, and Sign Industry work. Apprenticeship courses [generally Certificate III level] in these fields and in Electronics and Information Technology are also offered, with credit given for pre-apprenticeship studies.

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

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

Students may achieve A+ Certification, Cisco Certified Networking Associate, Novell and some Microsoft certification in association with some of the above courses. The University is a Regional Academy within the Cisco Systems Networking Academy program. For those aiming at employment or to improve their skills as a builder, building supervisor, estimator, draftsperson/designer or building surveyor, Certificate IV and Diploma courses are available and provide recognised qualifications. Electrical control and contracting are also provided for with a Certificate IV course.

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

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

Department of Building and Construction

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

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

Course Codes

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

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

A lan Hill  
Head, Department of Building and Construction–TAFE

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

Career Opportunities

Construction and repair of vessels.

Course Objective

The aim of this course is to provide boatbuilder and shipwright training in the construction and repair of all types of vessels, from small pleasure craft and work boats, to large commercial and naval ships. These vessels may be constructed from wood, fibreglass, aluminium or steel.
Entry Requirements
There are no formal entry requirements but applicants must possess basic English language, literacy and numeracy skills.

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

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

Year 1
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS119</td>
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</tr>
<tr>
<td>VBG951</td>
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<td>VBG952</td>
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<td>NCS001</td>
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<td>VBG954</td>
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<td>20</td>
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<tr>
<td>VBH966</td>
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</tbody>
</table>

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

Certificate II in Boatbuilding (15563VIC)[Traineeship]

Career Opportunities
Construction and repair of vessels.

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

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

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

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

Core Modules
<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>NOS119</td>
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<td>40</td>
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<tr>
<td>VBG958</td>
<td>20</td>
</tr>
</tbody>
</table>

Electives are selected from the Boatbuilding Module Bank, listed at the end of Certificate III in Boatbuilding (Apprenticeship). Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Boatbuilding (15564VIC)[Apprenticeship]

Career Opportunities
Construction and repair of vessels.

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

Entry Requirements
Students must be employed as boatbuilder or shipwright apprentices.

Course Duration
960 nominal hours, 3 years part time.

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

Core Modules
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>NOS119</td>
<td>30</td>
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<tr>
<td>VBG951</td>
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<td>VBG952</td>
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<tr>
<td>VBG957</td>
<td>40</td>
</tr>
<tr>
<td>VBG958</td>
<td>20</td>
</tr>
</tbody>
</table>

Boatbuilding Module Bank

VBG956 Craft Development 80
VBG981 Planking 40
VBG961 Craft Construction–Timber 60
VBG982 Introduction to Fibreglass 40
VBG966 Small Craft Construction 40
VBG980 Computers & Technology 20
VBG996 Problem Solving 20
VBG967 Decking 40
VBG984 Ribbing & Longitudinal Framing 40
VBG985 Timber Flooring & Seats 40
VBG969 Backbone Structures 40
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 Drafting 40
VBG968 Boating Patterns 40
VBG975 Lofoting 40
VBG973 Fitout & Finish 40
VBG963 Craft Construction–Aluminium 60
Certificate I in Construction (Off-Site) (BCF10100)

Career Opportunities
Joiner, Shopfitter.

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

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

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

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

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1020A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1030A</td>
<td>36</td>
</tr>
<tr>
<td>BCG1040A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1050A</td>
<td>80</td>
</tr>
<tr>
<td>BCG1060A</td>
<td>16</td>
</tr>
<tr>
<td>BCG1070A</td>
<td>8</td>
</tr>
<tr>
<td>BCG1080A</td>
<td>8</td>
</tr>
<tr>
<td>BCG1090A</td>
<td>16</td>
</tr>
</tbody>
</table>

Certificate II in Off-Site Construction (BCF20100)

Career Opportunities
Joiner, Shopfitter.

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

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

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF2001A</td>
<td>32</td>
</tr>
<tr>
<td>BCF2010A</td>
<td>8</td>
</tr>
<tr>
<td>BCF2011A</td>
<td>24</td>
</tr>
<tr>
<td>BCF2012A</td>
<td>10</td>
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<tr>
<td>BCF2013A</td>
<td>32</td>
</tr>
<tr>
<td>BCF2014A</td>
<td>32</td>
</tr>
</tbody>
</table>

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

Career Opportunities
Joiner.

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

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

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

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCF2001A</td>
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<tr>
<td>BCF2010A</td>
<td>8</td>
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<td>10</td>
</tr>
<tr>
<td>BCF2013A</td>
<td>32</td>
</tr>
</tbody>
</table>
Certificate I in Construction (BCG10198)

Career Opportunities
Construction worker.

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

Entry Requirements
There are no formal entry requirements but applicants must 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:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>8</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>40</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>16</td>
</tr>
</tbody>
</table>

Elective Units

Students must complete 4-8 elective units selected with the approval of the Head of Department, having regard to the units listed in the relevant Australian National Training Authority Training Package. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in General Construction (BCG20198-B)

[Bricklaying - Pre-Apprenticeship]

Career Opportunities
Building construction worker, bricklayer.

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

Entry Requirements
There are no formal entry requirements but applicants must 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 Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
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</tr>
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</tr>
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<td>BCG1007A</td>
<td>16</td>
</tr>
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<td>BCG2001A</td>
<td>32</td>
</tr>
<tr>
<td>BCG2003A</td>
<td>32</td>
</tr>
<tr>
<td>BCG2004A</td>
<td>16</td>
</tr>
</tbody>
</table>

Elective Units

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

Certificate II in General Construction (BCG20198-B)

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

Career Opportunities
Bricklayer.

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

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

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

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

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

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</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 OH&amp;S Requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan and Organise Work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read and Interpret Plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out Measurements and Calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use Hand and Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant and Equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect and 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>BCG1010A</td>
<td>Carry out Concreting to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Handle Construction Materials and Safely Dispose of Waste</td>
<td>16</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1015A</td>
<td>Prepare for Construction Process (Brick/Block Laying)</td>
<td>40</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>BCG2008A</td>
<td>Use Explosive Power Tools (EPT)</td>
<td>16</td>
</tr>
<tr>
<td>BCG3011A</td>
<td>Carry out Basic Setting Out</td>
<td>12</td>
</tr>
<tr>
<td>BCG3021A</td>
<td>Install Door Frames</td>
<td>8</td>
</tr>
<tr>
<td>BCG3107A</td>
<td>Carry out Veneer Construction</td>
<td>60</td>
</tr>
<tr>
<td>BCG3108A</td>
<td>Carry out Solid Brick Construction</td>
<td>60</td>
</tr>
<tr>
<td>BCG3109A</td>
<td>Construction Masonry Steps and Stairs</td>
<td>36</td>
</tr>
<tr>
<td>BCG3110A</td>
<td>Lay Bricks and Blocks (Wall and Corner)</td>
<td>76</td>
</tr>
<tr>
<td>BCG3111A</td>
<td>Lay Multi Thickness Walls and Piers</td>
<td>40</td>
</tr>
<tr>
<td>BCG3112A</td>
<td>Construct Masonry Arch – Semi Circular and Segmental</td>
<td>56</td>
</tr>
<tr>
<td>BCG3113A</td>
<td>Construct Curved Wall</td>
<td>16</td>
</tr>
<tr>
<td>BCG3114A</td>
<td>Construct Masonry Blockwork</td>
<td>32</td>
</tr>
</tbody>
</table>

Certificate II in Building and Construction (BCG20190) [Carpentry - Pre-Apprenticeship]

Career Opportunities
Carpenter.

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

Entry Requirements
There are no formal entry requirements but applicants must 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 Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</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 OH&amp;S Requirements</td>
<td>40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan and Organise Work</td>
<td>20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read and Interpret Plans</td>
<td>36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out Measurements and Calculations</td>
<td>20</td>
</tr>
<tr>
<td>BCG1005A</td>
<td>Use Hand and Power Tools</td>
<td>80</td>
</tr>
<tr>
<td>BCG1006A</td>
<td>Use Small Plant and Equipment</td>
<td>16</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect and 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>BCG1010A</td>
<td>Carry out Concreting to Simple Forms</td>
<td>40</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Handle Construction Materials and Safely Dispose of Waste</td>
<td>16</td>
</tr>
</tbody>
</table>
This course may be offered on part-time block basis of 960 hours over three years.

Apprentices in the Carpentry trade.

To qualify for admission to this course, students must be employed as Carpenters.

**Career Opportunities**

Carpenters.

**Course Objective**

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

**Entry Requirements**

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

**Course Duration**

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

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**Elective Units**

- **BCG1012** Prepare for Construction Process
- **BCG1013** Prepare for Construction Process (Solid Plastering)
- **BCG1014** Prepare for Construction Process (Dry Wall Plastering)
- **BCG1015** Prepare for Construction Process (Painting and Decorating)
- **BCG2000A** Assemble Simple Partition Frames
- **BCG2002A** Oxy/LPG Acetylene Cutting
- **BCG2005A** Erect and Strip Formwork for Concrete Work
- **BCG2006A** Erect and Strip Formwork (EPT)
- **BCG2010A** Remove/Replace Door and Window Furniture
- **BCG2012A** Make Set-outs

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

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

**Certificate III in General Construction (Carpentry - Framework/ Formwork/ Finishing)** (BCG30790) [Apprenticeship]

**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 drawings integrated when delivery the competencies.

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

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCG1000A</td>
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<td>BCG1002A</td>
<td>Plan and Organise Work</td>
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<td>Read and Interpret Plans</td>
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<tr>
<td>BCG1004A</td>
<td>Carry out Measurements and Calculations</td>
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<td>Use Small Plant and Equipment</td>
</tr>
<tr>
<td>BCG1007A</td>
<td>Erect &amp; Dismantle Restricted Height Scaffolding</td>
</tr>
<tr>
<td>BCG1008A</td>
<td>Use Explosive Power Tools (EPT)</td>
</tr>
<tr>
<td>BCG1009A</td>
<td>Use Simple Levelling Devices</td>
</tr>
<tr>
<td>BCG1010A</td>
<td>Carry Out Excavation and Install Support</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Carry Out Concreting to Simple Forms</td>
</tr>
<tr>
<td>BCG1012A</td>
<td>Handle Construction Materials and Safely Dispose of Waste</td>
</tr>
</tbody>
</table>

**Electives**

- **BCG1016A** Prepare for Construction Process (Carpentry)
- **BCG2001A** Prepare Surfaces
- **BCG2003A** Carry out General Demolition
- **BCG2004A** Carry out Levelling
- **BCG2005A** Erect and Strip Formwork for Concrete Work
- **BCG2007A** Operate Elevated Work Platforms (EWP)
- **BCG2008A** Use Explosive Power Tools (EPT)
- **BCG1016A** Prepare for Construction Process (Carpentry)
- **BCG2010A** Remove/Replace Door and Window Furniture
- **BCG2009A** Construct and Install Non-load Bearing Internal Partition Wall

**Certificate III in General Construction (Carpentry - Framework/ Formwork/ Finishing)** (BCG30790) [Apprenticeship]

**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.

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**Certificate III in General Construction (Carpentry - Framework/ Formwork/ Finishing)** (BCG30790) [Apprenticeship]

**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 drawings integrated when delivery the competencies.

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

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Carry out Interactive Workplace Communication</td>
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<tr>
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<td>Carry out Measurements and Calculations</td>
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<tr>
<td>BCG1005A</td>
<td>Use Hand and Power Tools</td>
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<td>BCG1006A</td>
<td>Use Small Plant and Equipment</td>
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<tr>
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<td>Erect &amp; Dismantle Restricted Height Scaffolding</td>
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<tr>
<td>BCG1008A</td>
<td>Use Explosive Power Tools (EPT)</td>
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<tr>
<td>BCG1009A</td>
<td>Use Simple Levelling Devices</td>
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<tr>
<td>BCG1010A</td>
<td>Carry Out Excavation and Install Support</td>
</tr>
<tr>
<td>BCG1011A</td>
<td>Carry Out Concreting to Simple Forms</td>
</tr>
<tr>
<td>BCG1012A</td>
<td>Handle Construction Materials and Safely Dispose of Waste</td>
</tr>
</tbody>
</table>

**Electives**

- **BCG1016A** Prepare for Construction Process (Carpentry)
- **BCG2001A** Prepare Surfaces
- **BCG2003A** Carry out General Demolition
- **BCG2004A** Carry out Levelling
- **BCG2005A** Erect and Strip Formwork for Concrete Work
- **BCG2007A** Operate Elevated Work Platforms (EWP)
- **BCG2008A** Use Explosive Power Tools (EPT)
- **BCG1016A** Prepare for Construction Process (Carpentry)
- **BCG2010A** Remove/Replace Door and Window Furniture
- **BCG2009A** Construct and Install Non-load Bearing Internal Partition Wall

---

**Certificate III in General Construction (Carpentry - Framework/ Formwork/ Finishing)** (BCG30790) [Apprenticeship]

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

Career Opportunities
Cabinet making.

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

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

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

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

Broad Based Skills

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

Core Skills

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

Cabinet Making Specific Skills

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC542</td>
<td>Surface Preparation 16</td>
</tr>
<tr>
<td>ABC544</td>
<td>Basic Static Machines and Equipment 32</td>
</tr>
<tr>
<td>ABC601</td>
<td>Frame and Panel Construction 80</td>
</tr>
<tr>
<td>ABC603</td>
<td>Modular Construction 40</td>
</tr>
<tr>
<td>ABC604</td>
<td>Leg and Rail Construction 40</td>
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<tr>
<td>ABC605</td>
<td>Drawer Construction 40</td>
</tr>
<tr>
<td>ABC609</td>
<td>Door Construction 48</td>
</tr>
<tr>
<td>ABC615</td>
<td>Solid Timber Construction 40</td>
</tr>
<tr>
<td>ABC999</td>
<td>Practical Placement 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. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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

Career Opportunities
Cabinet making.

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

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

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

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

Broad Based Skills

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ABC541</td>
<td>Occupational Health and Safety 2 20</td>
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<td>ABC542</td>
<td>Surface Preparation 16</td>
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<tr>
<td>ABC543</td>
<td>Ergonomics 8</td>
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<td>ABC544</td>
<td>Basic Static Machines &amp; Equipment 32</td>
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<td>ABC545</td>
<td>Plan Reading &amp; Documentation 12</td>
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<td>ABC546</td>
<td>Customer Relations &amp; Services 20</td>
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<td>ABC547</td>
<td>Decorative Accessories 20</td>
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<tr>
<td>ABC548</td>
<td>Quality Principles 10</td>
</tr>
<tr>
<td>ABC549</td>
<td>Installation Techniques 1 24</td>
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<tr>
<td>ABC550</td>
<td>Introduction to C.A.D. 40</td>
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Specific Skills – Cabinet Making

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC601</td>
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<tr>
<td>ABC602</td>
<td>Panel Construction 40</td>
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<td>ABC603</td>
<td>Modular Construction 40</td>
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<tr>
<td>ABC604</td>
<td>Leg and Rail Construction 40</td>
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<td>ABC605</td>
<td>Drawer Construction 40</td>
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<tr>
<td>ABC606</td>
<td>Door Construction 48</td>
</tr>
<tr>
<td>ABC609</td>
<td>Practical Placement 114</td>
</tr>
</tbody>
</table>
Course in Building and Engineering Trades Orientation (3113TNWB)

Career Opportunities
Further study.

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

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

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

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

Course Structure
The structure of the course is as follows –

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

### Electrical
- VBH087 Introduction to Electrical Trades
- FPTM01 Soldering
- NE31 Electrical Drawing Interpretation and Connection

### Plumbing
- 3212CD1.A.1 Oxy/Acetylene Welding
- 3212CD1.A.4 Small Diameter Tubes and Pipes
- 3212CD1.A.5 Disposal System Joints
- 3212CD1.A.10.2 Cutting and Joining Sheet Metal

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

### Sign Writing
- SW054 Basic Drawing/Enlarging
- SW056 Introduction to Sign Computers

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

### Cabinet Making
- ABC508 Hand Tools and Equipment
- ABC512 Drawing
- ABC549 Installation Techniques

### Fabrication and Welding
- NBB10 Fabrication Techniques 1
- NBB09 Welding and Thermal Cutting
- NF013 Thermal Cutting and Associated Processes
- NBB02 Occupational Health and Safety
- NBB05 Quality Concepts
- NBB07 Hand and Power Tools
- NCS001 Workplace Communications
- NCS002 Writing Skills for Work
- NCS003 Job Seeking Skills
- NOS116 Keyboard Technique and Operations
- NOS118.x2 Computer Operations – Data Retrieval

### Automotive
- NBB02 Occupational Health and Safety
- NBB05 Quality Concepts
- NBB07 Hand and Power Tools
- NCS001 Workplace Communications
- NCS002 Writing Skills for Work
- NCS003 Job Seeking Skills
- NOS116 Keyboard Technique and Operations
- NOS118.x2 Computer Operations – Data Retrieval
- VAA539 Automotive Technology
- VAB395 Component Reclamation
- VAD203 Industry Introduction
- VAE290 Numerical and Mathematical
- VAG530 Vehicle Detailing
- VAG822 Workshop Safety

### Automotive Options
- NBB09 Welding and Thermal Cutting
- NOS222 Work Processing–Introduction
- VAA228 Air Operated Tools
- VAA579 Basic Automotive Electronics
- VAA746 Body Structure
- VAB013 Catalogue Reading 1
- VAC130 Electrical Principles–Magnetism
- VAG692 Front End Alignment
- VAD906 Fabrication Service
- VAE164 Minor Servicing
- VAE317 Paint Technology
- VAF451 Roadworthiness Awareness
- VAF588 Seals and Bearings
- VAG682 Wheels and Tyres
- MMG12 Basic Automotive Electrical
- NB006 Machine Shop Operations
- VAA325 Ancillaries
- VAA532 Automotive Electrical Vehicle Technology
- VAA533 Automotive Electrical Workshop Skills
- VAA640 Basic Parts Operation
- VAA764 Brakes
- VAB014 Catalogue Reading 2
- VAB707 Cylinder Head Servicing
- VAC008 Driveline/Final Drive
- VAC128 Electrical Principles and Circuits
- VAC265 Engines
- VAC703 Fuel Systems
- VAP906 Steering and Suspension
- VAG387 Transmission
- BE10 Painting Plastic Components on Cars
- BE11 Paint Formulation and Preparation
- BE6 Spray Guns
- BE8 Panel Painting in Acrylic Lacquer
- BE9 Polishing and Finishing Newly Painted Surfaces
- VAA637 Basic MIG Welding and Hydraulic Body Set Up
VAD919 Manufacture of Panels and Basic Panel Repair
VAD961 Masking Techniques
VAE549 Panel Surface Preparation
VAF574 Repair Door Panels
VAF582 Spot and Plug Welding
VAG541 Vehicle Painting Tools and Equipment

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

**Diploma of Building (SA3475)**

**Incorporating**

**Certificate IV in Building (SA3477)**

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

**Course Objectives**
This course provides students with building theory and practice related to residential, industrial and commercial buildings. Graduates will have acquired specialist skills and knowledge in quantity surveying, tendering, planning and scheduling, construction technology and management, construction detailing, personal management, contract administration, cost control and quality management. Relevant occupations include Building Works Supervisor, Estimator, Contract Administrator and Builder.

**Entry Requirements**
To qualify for admission to this course applicants are required to have:
- successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.
- or
- Possess relevant experience and maturity necessary to succeed in the course.

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

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

**Full Time Students**

**Year 1**

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

**Effective Modules**
Students must complete one of the following modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC086</td>
<td>Structure 1</td>
</tr>
<tr>
<td>ABC120</td>
<td>Applied Mathematics for Building</td>
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</tbody>
</table>

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

**Year 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC003</td>
<td>Construction 3</td>
<td>36</td>
</tr>
<tr>
<td>ABC004</td>
<td>Construction 4</td>
<td>36</td>
</tr>
<tr>
<td>ABC006</td>
<td>Materials 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC007</td>
<td>Services 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 3</td>
<td>36</td>
</tr>
<tr>
<td>ABC067</td>
<td>Building Contract Law 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC070</td>
<td>Cost Control and Planning 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC074</td>
<td>Building Drafting Experience 2</td>
<td>75 Days</td>
</tr>
<tr>
<td>ABC078</td>
<td>Building Quantities and Estimating 3</td>
<td>36</td>
</tr>
<tr>
<td>ABC079</td>
<td>Building Quantities and Estimating 4</td>
<td>36</td>
</tr>
<tr>
<td>ABC084</td>
<td>Building Site Surveying and Set Out 2</td>
<td>36</td>
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<td>ABC085</td>
<td>Building Staff Management</td>
<td>36</td>
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<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>ABC095</td>
<td>Construction Planning 1</td>
<td>36</td>
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<td>ABC096</td>
<td>Construction Safety</td>
<td>36</td>
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<tr>
<td>ABC107</td>
<td>Building Computing Applications 2</td>
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<tr>
<td>ABC117</td>
<td>Building Studio 3</td>
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<tr>
<td>ABC128</td>
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<tr>
<td>ABC129</td>
<td>Building Studio 5</td>
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</tr>
</tbody>
</table>

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

**Diploma of Building Design and Drafting (SA3474)**

**Incorporating**

**Certificate IV in Building Drafting (SA3476)**

**Career Opportunities**
Architectural technician and building designer.

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

**Entry Requirements**
To qualify for admission to this course applicants are required to have:
- successfully completed Year 11 or equivalent, and possess sufficient literacy, numeracy and visual interpretation skills to allow for successful completion of the course.
- or
- possess relevant experience and maturity necessary to succeed in the course.
Course Duration
This course is offered on a full-time and part-time basis. The Certificate IV is designed to be completed in one (1) year of full-time study or part-time equivalent. The Diploma is designed to be completed in two (2) years of full-time or part-time equivalent study, (approximately 5 years [10 semesters] of part-time study). Total course hours 1377.

Course Structure
This course comprises core compulsory modules and Elective Modules

Year 1 Semester 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC001</td>
<td>Construction 1</td>
<td>54</td>
</tr>
<tr>
<td>ABC002</td>
<td>Construction 2</td>
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</tr>
<tr>
<td>ABC005</td>
<td>Materials 1</td>
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<td>ABC009</td>
<td>Computer Aided Drafting 1</td>
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<td>ABC10</td>
<td>Computer Aided Drafting 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC020</td>
<td>Design 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC021</td>
<td>Design 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC036</td>
<td>Drawing Office Practice 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC041</td>
<td>Presentation Drawings 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC042</td>
<td>Presentation Drawing 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC047</td>
<td>Surveying and Measured Drawing 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC049</td>
<td>Drafting Technology 1</td>
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<tr>
<td>ABC055</td>
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<td>ABC056</td>
<td>Working Drawings 2</td>
<td>72</td>
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<tr>
<td>ABC086</td>
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<td>ABC112</td>
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Year 2 Semester 1

<table>
<thead>
<tr>
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<th>Module</th>
<th>Hours</th>
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<tr>
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</tr>
<tr>
<td>ABC004</td>
<td>Construction 4</td>
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<td>Materials 2</td>
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<tr>
<td>ABC007</td>
<td>Structures 1</td>
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<td>ABC011</td>
<td>Computer Aided Drafting 3</td>
<td>36</td>
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<tr>
<td>ABC012</td>
<td>Computer Aided Drafting 4</td>
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<tr>
<td>ABC013</td>
<td>Computer Aided Drafting 5*</td>
<td>36</td>
</tr>
<tr>
<td>ABC014</td>
<td>Computer Aided Drafting 6*</td>
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<td>ABC022</td>
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<td>Design 4</td>
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<td>ABC028</td>
<td>Architectural History 2</td>
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<td>ABC038</td>
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<td>ABC043</td>
<td>Presentation Drawings 3*</td>
<td>36</td>
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<td>ABC044</td>
<td>Presentation Drawings 4</td>
<td>36</td>
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<tr>
<td>ABC048</td>
<td>Surveyed &amp; Measured Drawings 2</td>
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<td>Drafting Technology 3</td>
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</tr>
<tr>
<td>ABC052</td>
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<td>Working Drawings 3</td>
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<td>Studio 3</td>
<td>50</td>
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<td>ABC126</td>
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</table>

Exit Level for Certificate IV in Building Drafting (SA3476)

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

Year 2 Semester 1

<table>
<thead>
<tr>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>ABC003</td>
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<td>54</td>
</tr>
<tr>
<td>ABC004</td>
<td>Construction 4</td>
<td>54</td>
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<tr>
<td>ABC005</td>
<td>Materials 2</td>
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<tr>
<td>ABC009</td>
<td>Computer Aided Drafting 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC041</td>
<td>Presentation Drawings 1</td>
<td>36</td>
</tr>
<tr>
<td>ABC042</td>
<td>Presentation Drawings 2</td>
<td>36</td>
</tr>
<tr>
<td>ABC047</td>
<td>Surveying and Measured Drawing 1</td>
<td>18</td>
</tr>
<tr>
<td>ABC049</td>
<td>Drafting Technology 1</td>
<td>18</td>
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<td>ABC050</td>
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<tr>
<td>ABC116</td>
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</tbody>
</table>

Diploma of the Built Environment (SA3472)

Career Opportunities
Architectural drafter, building works supervisor, estimator and administrator.

Course Objectives
This course provides students with building theory, drafting and practice related to residential, industrial and commercial buildings. Graduates will have acquired skills and knowledge in design, problem solving, presentation sketches, construction technology, working drawings, CAD, standard specifications, quantity take-off, estimating, scheduling, site supervision and business management. Relevant occupations include Architectural Drafter, Building Works Supervisor, Estimator and Administrator.

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

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

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

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

Full Time Students

Year 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>ABC005</td>
<td>Materials 1</td>
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<td>ABC042</td>
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<tr>
<td>ABC047</td>
<td>Surveying and Measured Drawing 1</td>
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<td>ABC049</td>
<td>Drafting Technology 1</td>
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</tr>
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<tr>
<td>ABC064</td>
<td>Building Computing Applications 1</td>
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</tr>
<tr>
<td>ABC076</td>
<td>Building Quantities and Estimating 1</td>
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<tr>
<td>ABC086</td>
<td>Structures 1</td>
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Year 2 - Semester 1

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<td>ABC047</td>
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<td>ABC064</td>
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<td>ABC076</td>
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<tr>
<td>ABC116</td>
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</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 under the Module/Unit Details section of this Handbook.
ABC051 Drafting Technology 3 18
ABC052 Drafting Technology 4 18
ABC059 Building Quality Concepts 1 36
ABC062 Building Working Drawings 2 36
ABC077 Building Quantities and Estimating 2 54
ABC082 Building Site Supervision 36
ABC087 Structures 2 36
ABC091 Business Management for Building Industry 1 36
ABC092 Business Management for Building Industry 2 36
ABC095 Construction Planning 1 36
ABC114 Drafting Studios 3
ABC117 Building Studios 3 50
ABC125 Drafting Studio 4 50

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

Diploma of Building Surveying (SA3473)

Career Opportunities
Building surveying assistant.

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

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

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

or

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

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

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

[Stage 1 of this course is the Certificate IV in Building (SA3477)]

Stage 2

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
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<tr>
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<tr>
<td>ABC002</td>
<td>Construction 2b</td>
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<td>ABC007</td>
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<td>ABC065</td>
<td>Building Working Drawings 2</td>
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<tr>
<td>ABC084</td>
<td>Building Site Surveying and Set Out 2</td>
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<tr>
<td>ABC085</td>
<td>Building Staff Management</td>
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<td>ABC087</td>
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<td>ABC089</td>
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<td>ABC107</td>
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<tr>
<td>ABC301</td>
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</table>

ABC303 Building Surveying Procedures 1 36
ABC305 Building Surveying Practice 1 36
ABC307 BCA and Standards 1 36
ABC309 Geomechanics and Footings 1 36
ABC312 Surveying Practical Experience 2 75 Days
ABC301 Development Control 1 36
ABC303 Building Surveying Procedures 1 36
ABC305 Building Surveying Practice 1 36
ABC307 BCA & Standards 1 36
ABC309 Geomechanic & Footings 1 36
ABC311 Fire Technology 1 36
ABC314 Legal Practices 1 50
ABC315 Legal Practices 2 50
ABC316 Communication (Building Surveying) 80
ABC317 Community Studies 40
ABC318 Mathematics (Building Surveying) 50
ABC319 Environmental Awareness 40
ABC320 Occupational Health And Safety 50
ABC321 Sociology 50
ABC322 Psychology 30
ABC323 Management 1 50
ABC325 Quality Service 40
ABC326 Land Use Planning and Management 60
ABC327 Building Fire Science 36

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
The Department of Building Services and Special Trades—TAFE conducts a wide range of courses that provide vocational education for a variety of Building Services and Special Trades occupations ranging from pre-employment through to para-professional level.

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

**Course Structure**

The structure of the course is:

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
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</thead>
<tbody>
<tr>
<td>BCG1000A</td>
<td>Carry out Interactive Workplace Communication 20</td>
</tr>
<tr>
<td>BCG1001A</td>
<td>Carry out OH&amp;S Requirements                     40</td>
</tr>
<tr>
<td>BCG1002A</td>
<td>Plan &amp; Organise Work                             20</td>
</tr>
<tr>
<td>BCG1003A</td>
<td>Read &amp; Interpret Plans                           36</td>
</tr>
<tr>
<td>BCG1004A</td>
<td>Carry out Measurements &amp; Calculations            20</td>
</tr>
</tbody>
</table>

| Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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

**Career Opportunities**

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

**Course Objectives**

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

**Entry Requirements**

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

**Course Duration**

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

**Course Structure**

The structure of the course is:

<table>
<thead>
<tr>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
</tr>
<tr>
<td>BCG1001A</td>
</tr>
<tr>
<td>BCG1002A</td>
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<tr>
<td>BCG1003A</td>
</tr>
<tr>
<td>BCG1004A</td>
</tr>
</tbody>
</table>

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

**Career Opportunities**

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

**Course Objectives**

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

**Entry Requirements**

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

**Course Duration**

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

**Course Structure**

The structure of the course is:

<table>
<thead>
<tr>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG1000A</td>
</tr>
<tr>
<td>BCG1001A</td>
</tr>
<tr>
<td>BCG1002A</td>
</tr>
<tr>
<td>BCG1003A</td>
</tr>
<tr>
<td>BCG1004A</td>
</tr>
</tbody>
</table>

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

**Career Opportunities**

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

**Course Objective**

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

**Entry Requirements**

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

**Course Duration**

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

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

**Course Structure**

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

| Electives offered will be selected by the School and dependent upon the availability of suitable teaching resources. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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

Certificate II in General Construction (Painting & Decorating Pre-Apprenticeship)

Career Opportunities

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

Course Objective

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

Entry Requirements

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

Course Duration

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

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

Course Structure

To obtain this qualification all core competencies plus a minimum of three electives must be achieved.
**Certificate I in Building & Construction (Plumbing)(2102ABC)**

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

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

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

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

**Course Structure**

<table>
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<th>Code</th>
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</table>

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

**Certificate III in Plumbing and Gasfitting(20085VIC)**

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

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

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

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

**Course Structure**

<table>
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<th>Stage</th>
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</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Plumbing (Services Design) (2402ADC)

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

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

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

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

The course is available to the following –
• those already registered with the Plumbing Industry Board,
• those currently undertaking a plumbing apprenticeship course,
• those engaged in related employment,
• those deemed by the Department to possess the ability to complete the course.

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

Course Structure
The structure of the course is as follows –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>C.1</td>
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<tr>
<td>C.2</td>
<td>Plans and Specifications</td>
</tr>
<tr>
<td>C.3</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>C.4</td>
<td>Measuring and Levelling</td>
</tr>
<tr>
<td>C.5</td>
<td>Plumbing Technology</td>
</tr>
<tr>
<td>DP1</td>
<td>Sanitary Systems Design</td>
</tr>
<tr>
<td>DP2</td>
<td>Storm Water Design</td>
</tr>
<tr>
<td>DP3</td>
<td>Cold Water Design</td>
</tr>
<tr>
<td>DP4</td>
<td>Hot Water Design</td>
</tr>
<tr>
<td>DP5</td>
<td>Fire Hydrant Design</td>
</tr>
<tr>
<td>DP6</td>
<td>Solar Systems Design</td>
</tr>
</tbody>
</table>

Electives
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP7</td>
<td>Introduction to CAD</td>
</tr>
<tr>
<td>DP8</td>
<td>Plumbing Services CAD</td>
</tr>
<tr>
<td>SP1</td>
<td>Quantity Surveying</td>
</tr>
<tr>
<td>SP2</td>
<td>Estimating and Costing</td>
</tr>
<tr>
<td>SP3</td>
<td>Services Safety</td>
</tr>
<tr>
<td>SP8</td>
<td>Basic Wordprocessing</td>
</tr>
<tr>
<td>SP9</td>
<td>Basic Database Applications</td>
</tr>
<tr>
<td>SP10</td>
<td>Basic Spreadsheet Applications</td>
</tr>
</tbody>
</table>

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

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

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate II in Sign Industry (20087VIC)

Career Opportunities
Signwriting and sign production.

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

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

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

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

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA658</td>
<td>20</td>
</tr>
<tr>
<td>VAB168</td>
<td>10</td>
</tr>
<tr>
<td>VAB225</td>
<td>20</td>
</tr>
<tr>
<td>VAB453</td>
<td>32</td>
</tr>
<tr>
<td>VAD125</td>
<td>20</td>
</tr>
<tr>
<td>VAD699</td>
<td>50</td>
</tr>
<tr>
<td>VAE349</td>
<td>10</td>
</tr>
<tr>
<td>VAE521</td>
<td>40</td>
</tr>
<tr>
<td>VAH807</td>
<td>40</td>
</tr>
<tr>
<td>VAO80</td>
<td>20</td>
</tr>
<tr>
<td>VAF537</td>
<td>20</td>
</tr>
<tr>
<td>VAF713</td>
<td>78</td>
</tr>
<tr>
<td>VGA03</td>
<td>20</td>
</tr>
<tr>
<td>VAG43</td>
<td>20</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Core Units (756 nominal hours)

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

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

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

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

Certificate IV in Sign Technology (21000VIC)

Career Opportunities
Sign Industry.

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

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

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

Course Duration

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

Course Structure

The structure of the course is as follows:

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupational Health and Safety 1</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAE353</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>VAA654</td>
<td>Basic Scaffold</td>
<td>8</td>
</tr>
<tr>
<td>VAA072</td>
<td>Surface Preparation</td>
<td>40</td>
</tr>
<tr>
<td>VAD695</td>
<td>Layout/Design 1</td>
<td>75</td>
</tr>
<tr>
<td>VAG344</td>
<td>Trade Calculations</td>
<td>7</td>
</tr>
<tr>
<td>VAB453</td>
<td>Computer Generated Lettering</td>
<td>32</td>
</tr>
<tr>
<td>VAF714</td>
<td>Signwriting Skills</td>
<td>104</td>
</tr>
<tr>
<td>VAE659</td>
<td>Basic Sign Construction</td>
<td>85</td>
</tr>
<tr>
<td>VAB237</td>
<td>Communication/Information</td>
<td>32</td>
</tr>
<tr>
<td>VAG150</td>
<td>Technology/Business Skills</td>
<td>33</td>
</tr>
<tr>
<td>VAJ361</td>
<td>Occupational Health and Safety 2</td>
<td>14</td>
</tr>
<tr>
<td>VAD224</td>
<td>Communication/Business Procedures</td>
<td>42</td>
</tr>
<tr>
<td>VAE472</td>
<td>Computer Signage</td>
<td>62</td>
</tr>
<tr>
<td>VAF711</td>
<td>Sign Preparation and Installation</td>
<td>44</td>
</tr>
<tr>
<td>VAD696</td>
<td>Layout/Design 2</td>
<td>40</td>
</tr>
<tr>
<td>VAF560</td>
<td>Screen Printing</td>
<td>18</td>
</tr>
</tbody>
</table>

**Stream Units**

From one of the following streams –

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

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

Course in Building and Engineering Trades Orientation (3113TNWB)

Career Opportunities

Further Study:

Course Objectives

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

Entry Requirements

To qualify for admission to the course, applicants must have a demonstrated ability or stated interest in developing skills relevant to the modules being offered. A pre-enrolment interview will take place for each referral to determine suitability of placement. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration

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

Course Structure

The structure of the course is as follows -

- Generic
  - NBB18 Occupational Health and Safety
  - ABC504 Calculations
  - BIM National Industry Induction Module
  - NCS001 Workplace Communication
  - Electrical
    - VAE290 Numerical and Mathematical
  - Plumbing
    - VAC692 Front End Alignment
    - VAD806 Lubrication Service
  - Electrical Principles–Magnetism
    - VAC692 Front End Alignment
    - VAE164 Minor Servicing
  - Paint Technology
    - VAE517 Paint Technology
  - Roadworthy Awareness
    - VAF451 Roadworthy Awareness
- Sign Writing
  - SW054 Basic Drawing/Enlarging
  - SW056 Introduction to Sign Computers
- Carpentry
  - BS12 Hand and Power Tools
  - BS07 Setting Out and Levelling
  - BH11 Building Materials
- Cabinet Making
  - ABC508 Hand Tools and Equipment
  - ABC512 Drawing
  - ABC549 Installation Techniques
- Fabrication and Welding
  - NBB10 Fabrication Techniques 1
  - NBB009 Welding and Thermal Cutting
  - NF013 Thermal Cutting and Associated Processes
  - A multitude
    - NBB02 Occupational Health and Safety
    - NBB05 Quality Concepts
    - NBB06 Workplace Communications
    - NCS001 Workplace Communications
    - NCS002 Writing Skills for Work
    - NCS003 Job Seeking Skills
    - NOS1116 Keyboard Technique and Operations
    - NOS1118 Computer Operations – Data Retrieval
    - VAA539 Automotive Technology
    - VAB395 Component Reclamation
    - VAD203 Industry Introduction
    - VAE290 Numerical and Mathematical
    - VAG530 Hand and Power Tools
    - VAG530 Vehicle Detailing
    - VAG822 Workshop Safety
  - Automotive Options
    - NBB09 Welding and Thermal Cutting
    - NOS222 Work Processing – Introduction
    - VAA228 Air Operated Tools
    - VAA579 Basic Automotive Electronics
    - VAA746 Body Structure
    - VAB013 Catalogue Reading I
    - VAC130 Electrical Principles–Magnetism
    - VAC692 Front End Alignment
    - VAD806 Lubrication Service
    - VAE164 Minor Servicing
    - VAE517 Paint Technology
    - VAF451 Roadworthy Awareness
Certificate III in Building and Construction
(Protective Coating for Corrosion Control)(2302AFC)

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

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

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

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

Course Structure
All apprentices undertake the following:

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

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

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

Stage 4
Students must undertake these modules upon successful completion of Stages 1, 2, and 3.
- Supervision and Site Control
- Inspection and Quality Control
The Department of Electrotechnology – TAFE conducts a wide variety of pre-vocational, apprentice, post-apprentice and paraprofessional training programs. Courses are delivered from the Department will change to meet National Training Authority, 1999.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTE30499</td>
<td>Certificate III in Electrotechnology Communications</td>
<td>Course Objectives: The course aims to provide students with the knowledge and skills required to install, commission, maintain and carry out maintenance on equipment used for the transmission and reception of voice, image and data signals. Entry Requirements: To qualify for admission to the course, applicants must be employed as an apprentice in the communications industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience. Course Duration: The course may be offered on a full-time basis over 1020 nominal hours or part-time equivalent.</td>
</tr>
<tr>
<td>UTE30599</td>
<td>Certificate III in Electrotechnology Computer Systems</td>
<td></td>
</tr>
<tr>
<td>UTE30799</td>
<td>Certificate III in Electrotechnology Entertainment and Servicing</td>
<td></td>
</tr>
<tr>
<td>UTE31199</td>
<td>Certificate III in Electrotechnology Systems Electrician</td>
<td></td>
</tr>
<tr>
<td>UTE60199</td>
<td>Advanced Diploma in Computer Systems Engineering</td>
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<tr>
<td>UTE60399</td>
<td>Advanced Diploma in Electronic Engineering</td>
<td></td>
</tr>
<tr>
<td>1493VIC</td>
<td>Certificate I in Electrical (Pre-Apprenticeship)</td>
<td></td>
</tr>
<tr>
<td>2406ANC</td>
<td>Certificate IV in Electrical (2406ANC) [Motor Control]</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>UTENESC02</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>UTENESC03</td>
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<td>UTENESC05</td>
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</tr>
<tr>
<td>UTENESC06</td>
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<td>UTENESC08</td>
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<tr>
<td>UTENESC09</td>
<td>180</td>
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<td>UTENESC10</td>
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<td></td>
</tr>
<tr>
<td>UTENESC11</td>
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<tr>
<td>UTENESC12</td>
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<td>UTENESC13</td>
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<td>UTENESC14</td>
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<td></td>
</tr>
<tr>
<td>UTENESC15</td>
<td>180</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

Certificate III in Electrotechnology Computer Systems (UTE30599)

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

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

Entry Requirements
To qualify for admission to the course, applicants must be employed as an apprentice in the computer systems industry. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES106AA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES206AA</td>
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<tr>
<td>UTENES402AA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES501AA</td>
<td>180</td>
</tr>
</tbody>
</table>

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

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

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

Elective Units
A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Electrotechnology Entertainment and Servicing (UTE30799)

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

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

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

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

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
<td>20</td>
</tr>
<tr>
<td>UTENES105GA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES105IA</td>
<td>200</td>
</tr>
<tr>
<td>UTENES106CA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES206CA</td>
<td>180</td>
</tr>
</tbody>
</table>

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

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

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

Elective Units
A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Electrotechnology Systems Electrician(UTE31199)

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

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

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

Course Duration
The course may be offered on a part-time basis over 1060 nominal hours.
To qualify for admission to the course, applicants must:

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

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

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

**Course Structure**
The structure of the course is as follows -

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES009A</td>
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<tr>
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<td>UTENES106BA</td>
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<td>UTENES206BA</td>
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<td>UTENES301BA</td>
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<tr>
<td>UTENES402BA</td>
<td>180</td>
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<tr>
<td>UTENES501BA</td>
<td>180</td>
</tr>
</tbody>
</table>

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

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

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

**Effective Units**
A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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**Advanced Diploma in Electronic Engineering (UTE60399)**

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

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

**Entry Requirements**
To qualify for admission to the course, applicants must:

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

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

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

**Course Structure**
The structure of the course is as follows -

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTENES304AA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES406AA</td>
<td>180</td>
</tr>
<tr>
<td>UTENES504AA</td>
<td>200</td>
</tr>
</tbody>
</table>

**Elective Units**
A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999. Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Specialisation Unit (20 nominal hours)
A minimum of one unit selected by the student, with the approval of the Head of Department, from the following specialisation streams –
• Analogue and Digital,
• Communications,
• Medical Equipment,
having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999;

Elective Units (20 nominal hours)
A minimum of one unit selected by the student, with the approval of the Head of Department, having regard to the units listed in the Electrotechnology Industry Training Package UTE99, Australian National Training Authority, 1999.

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

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

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

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

Entry Requirements
To qualify for admission to the course, applicants must be unemployed and aged 25 years or less and possess basic English language, literacy and numeracy skills.
Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

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

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

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

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

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed the Certificate III in Electrical or equivalent. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Structure
Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate I in Information Technology (ICA10101) [ICDL-International Computer Drivers License]

Career Opportunities
Computer operator.

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

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

Entry Requirements
Basic English language, literacy and numeracy skills.

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

Career Opportunities
Web Page designer.

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

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

Assessment will be the endorsed tests for the ICDL, students who gain the required standard (at least 70%) for the ICDL will have the opportunity to pay for and receive ICDL certification. A License is granted by the Australian Computer Society when 4 or more modules are passed. Students will be able to graduate from the Certificate I in Information Technology with a grade of 50% or greater in all the six modules listed.

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

Entry Requirements
Basic English language, literacy and numeracy skills.
Course Structure

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

Learning Area

Competency Code | Competency Title | Hours
--- | --- | ---
ICAITS017B | Maintain system integrity | 20
ICAITS015B | Install software applications | 20
ICAITS014B | Connect hardware peripherals | 20
ICAITU013B | Integrate commercial computing packages | 20
ICAITU004B | Apply Occupational Health and Safety procedures | 20
ICAITTW002B | Communicate in the workplace | 20
ICAITTW001B | Work effectively in an information technology environment | 20

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

Certificate III in Information Technology (General) (ICA30299)

Delivery Mode

This course is offered as an Industry Based Traineeship only.

Career Opportunities

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

Course Objective

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

Entry Requirements

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

ICAITTW001B | Work effectively in an information technology environment | 20
ICAITU002B | Communicate in the workplace | 20
ICAITU004B | Apply Occupational Health and Safety procedures | 20
ICAITS005B | Operate computer hardware | 20
ICAITU006B | Operate computing packages | 20
ICAITU007B | Maintain equipment and consumables | 20
ICAITU012B | Design organisational documents using computing packages | 20
ICAITU013B | Integrate commercial computing packages | 20
ICAITS014B | Connect hardware peripherals | 20
ICAITS015B | Install software applications | 20
ICAITS017B | Maintain system integrity | 20

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

Course Duration

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

Course Structure

The structure of the course is:

Core Units (320 nominal hours)

- ICAITU101B | Work effectively in an information technology environment | 20
- ICAITU002B | Communicate in the workplace | 20
- ICAITS005B | Operate computer hardware | 20
- ICAITS006B | Operate computing packages | 20
- ICAITS007B | Maintain equipment and consumables | 20
- ICAITTW001B | Work effectively in an information technology environment | 20
- ICAITTW002B | Communicate in the workplace | 20
- ICAITU004B | Apply Occupational Health and Safety procedures | 20
- ICAITS005C | Operate computer hardware | 20
- ICAITS006C | Operate computing packages | 20
- ICAITU007B | Maintain equipment and consumables | 20

Elective Units (80–210 nominal hours)

- ICAITS029B | Install network hardware to a network | 20
- ICAITU028B | Customise packaged software applications for clients | 20
- ICAITU1101B | Install and manage network protocols | 20
- ICAITP129A | Apply skills in project integration | 20
- ICAITS034B | Determine and action network problem | 20
- ICAITI097B | Install and configure a network | 20
- ICAITS036B | Install software to networked computers | 20
- ICAITS031B | Provide network systems administration | 20
- ICAITS032B | Provide network systems administration | 20
- ICAITU101B | Install and manage network protocols | 20
- ICAITU002B | Communicate in the workplace | 20
- ICAITU004B | Apply Occupational Health and Safety procedures | 20
- ICAITS005C | Operate computer hardware | 20
- ICAITS006C | Operate computing packages | 20
- ICAITU007B | Maintain equipment and consumables | 20

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

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

Career Opportunities

Network Administrator.

Course Objective

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

Entry Requirements

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

ICAITS021C | Connect internal hardware components | 20
ICAITS022A | Configure a Web PC | 20
ICAITS023B | Provide basic system administration | 20
ICAITS024C | Provide basic system administration | 20
ICAITS025B | Run standard diagnostic tests | 20
ICAITS026A | Test network environments | 20
ICAITS027B | Test network performance | 20
ICAITS028A | Test network infrastructure | 20
ICAITS029B | Install network hardware to a network | 20
ICAITU028B | Customise packaged software applications for clients | 20
ICAITU1101B | Install and manage network protocols | 20
ICAITU002B | Communicate in the workplace | 20
ICAITU004B | Apply Occupational Health and Safety procedures | 20
ICAITS005C | Operate computer hardware | 20
ICAITS006C | Operate computing packages | 20
ICAITU007B | Maintain equipment and consumables | 20

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
ICAITU010B Design organisational documents using computing packages;
ICAITU013C Integrate commercial computing packages;
ICAITS014C Connect hardware peripherals;
ICAITS014C Maintain system integrity.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

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

Course Structure
The structure of the course is as follows:

Core units (290 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ICAITS025B</td>
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<td>ICAITS031B</td>
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</tr>
<tr>
<td>ICAITS032B</td>
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</tr>
<tr>
<td>ICAITU126B</td>
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</tr>
<tr>
<td>ICAITS020C</td>
<td>20</td>
</tr>
<tr>
<td>ICAITD128A</td>
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<tr>
<td>ICAITS020C</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS120B</td>
<td>20</td>
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<tr>
<td>ICAITI010B</td>
<td>40</td>
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<tr>
<td>ICAITS024C</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS034B</td>
<td>30</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ICAITS115B</td>
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<td>ICAITU015B</td>
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<td>ICAITU018B</td>
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<td>ICAITS021C</td>
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<td>ICAITS026B</td>
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<tr>
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<tr>
<td>ICPMM65dA.1</td>
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</table>

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

Certificate IV in Information Technology (21103VIC)

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

Course Objectives
The Certificate IV in Information Technology (21103VIC) is designed to enable graduates of the course to gain a broad range 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)

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>ICAITU005C</td>
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Professional Communications 1 (50 Hours)

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<th>Code</th>
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<tbody>
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<td>ICAITD128A</td>
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<td>ICAITD006C</td>
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</tr>
<tr>
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</table>

Internet Fundamentals (60 Hours)

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<tr>
<th>Code</th>
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<tbody>
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<td>ICPMM65dA.1</td>
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<tr>
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<td>ICPMM65dA.1</td>
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</tr>
<tr>
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Programming Fundamentals (80 Hours)

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<td>ICAITB070B.3</td>
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Semester 2

Software Development A (60 Hours)

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<tr>
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<tbody>
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Software Development B (40 Hours)

<table>
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Professional Communications 2 (40 Hours)

<table>
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<tbody>
<tr>
<td>ICAITTW011B</td>
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</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Information Technology (Network Management) (ICA40399)

Delivery Mode
This course is offered as an Industry Based Traineeship only.

Career Opportunities
Network Administrator.

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

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

- ICAITU001B: Work effectively in an information technology environment
- ICAITU002B: Communicate in the workplace
- ICAITU004B: Apply Occupation Health and Safety Procedures
- ICAITU005B: Operate computer hardware
- ICAITU006B: Operate computing packages
- ICAITU007B: Maintain equipment and consumables
- ICAITU012B: Design organisational documents using computing packages
- ICAITU013B: Integrate commercial computing packages
- ICAITS014B: Connect hardware peripherals
- ICAITS015B: Install software applications
- ICAITS017B: Maintain system integrity
- ICAITS025B: Run standard diagnostic tests
- ICAITS031B: Provide advice to clients
- ICAITS121A: Administer network peripherals
- ICAITS032B: Provide network systems administration
- ICAITID028A: Create user and technical documentation
- ICAITS120A: Administer and configure a network operating system
- ICAITIH01A: Install and manage network protocols
- ICAITS024B: Provide basic system administration

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

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

Course Structure
The structure of the course is as follows:

Core Units (560 nominal hours)
- ICAITI097A: Install & configure a network
- ICAITI106B: Undertake capacity planning
- ICAITI108B: Monitor & administer network security
- ICAITS124B: Rectify system faults on a live system
- ICAITS125B: Optimise system performance
- ICAITPM129A: Apply skills in project management
- ICAITS030B: Install software to networked computers
- ICAITS029B: Install network hardware to a network
- ICAITS100A: Build an internet infrastructure
- ICAITS106B: Action & complete change requests
- ICAITTW027B: Relate to clients on a business level

Elective Units (60–190 nominal hours)
- ICAITI110B: Implement system software changes
- ICAITI114B: Implement maintenance procedures
- ICAITI108B: Complete database backup and recovery
- ICAITS113B: Identify & resolve common database performance problems
- BSX154L403: Apply skills in time management
- BSX154L405: Apply skills in quality management
- ICAITU019C: Migrate to new technology
- ICPM165D: Create web pages with multimedia
- ICAITS123B: Monitor and administer a database
- ICAITTW025B: Co-ordinate and maintain work teams
- ICAITS035C: Assist with analysis of emerging technology
- ICAITS115B: Maintain equipment and software in working order
- ICAITS109B: Evaluate system status
- ICAITS021B: Connect internal hardware components
- ICAITU028C: Customise packaged software applications for clients

Two elective units selected by the student, with the approval of the Head of Department, having regard to the list of relevant units in the relevant Information Technology Training Package. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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

Delivery Mode
This course is offered as an Industry Based Traineeship only.

Career Opportunities
A support role is a ‘Client Services’ area of an organisation.

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

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

- ICAITI100B: Communicate in the workplace
- ICAITI106B: Apply Occupation Health and Safety Procedures
- ICAITU005B: Operate computer hardware
- ICAITU006B: Maintain equipment and consumables
- ICAITU004B: Operate computing packages
- ICAITU012B: Design organisational documents using computing packages
- ICAITU001B: Work effectively in an information technology environment
- ICAITU002B: Operate computing packages
- ICAITU005B: Maintain equipment and consumables
- ICAITI106B: Action & complete change requests

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

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

Course Structure
The structure of the course is as follows:
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ICAITU012B Operate system software
ICAITU013B Install software applications
ICAITU017B Maintain system integrity
ICAITU021B Design organisational documents using commercial computing packages

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

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

**Course Duration**

An industry based traineeship of 470–570 nominal hours.

**Course Objectives**

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

**Entry Requirements**

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

- ICAITU005C Operate computer hardware
- ICAITU006C Operate computing packages
- ICAITU007B Maintain equipment & consumables
- ICAITU008C Integrate commercial computing packages
- ICAITU013B Design organisational documents using commercial computing packages
- ICAITU018C Develop macros and templates for clients using standard products
- ICAITU019C Migrate to new technology
- ICAITU020B Install and optimise system software
- ICAITU021B Connect internal hardware components
- ICAITU022B Determine client computing problems & action
- ICAITU025B Run standard diagnostic tests
- ICAITU030B Install Software to networked computers
- ICAITU031B Provide advice to clients
- ICAITU032B Provide network systems administration
- ICAITU034B Determine and action network problem
- ICAITU035C Assist with the analysis of emerging technology
- ICAITU038A Provide basic system administration
- ICAITU046A Use a library or pre-existing component
- ICAITU050A Use an existing software environment

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

**Course Duration**

The course is only offered as an Industry Based Traineeship only.

**Course Structure**

The structure of the course is as follows -

### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSX154L403</td>
<td>10</td>
</tr>
<tr>
<td>ICAITPM129A</td>
<td>20</td>
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<td>ICAITS023B</td>
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</tr>
<tr>
<td>ICAITS024C</td>
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<td>ICAITS031B</td>
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<tr>
<td>ICAITS032B</td>
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</tr>
<tr>
<td>ICAITS034B</td>
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<tr>
<td>ICAITU018C</td>
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<tr>
<td>ICAITU028C</td>
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<tr>
<td>ICAITU021B</td>
<td>40</td>
</tr>
<tr>
<td>ICAITU027B</td>
<td>40</td>
</tr>
</tbody>
</table>

**Elective Units (60-190 nominal hours)**

Two from the following -

- ICAITS020B Install and optimise system software
- ICAITS021B Connect internal hardware components
- ICAITS022B Determine client computing problems & action
- ICAITS025B Run standard diagnostic tests
- ICAITS030B Install Software to networked computers
- ICAITS031B Provide advice to clients
- ICAITS032B Provide network systems administration
- ICAITS034B Determine and action network problem
- ICAITS053C Assist with the analysis of emerging technology
- ICAITS075A Use an existing software environment
- ICAITS076A Complete database backup and recovery
- ICAITS099B Evaluate system status
- ICAITS113B Identify and resolve common database performance problems
- ICAITS120A Administer and configure a network operating system
- ICAITS121A Administer network peripherals
- ICAITS124A Monitor and administer network security
- ICAITTW026B Co-ordinate and maintain work teams
- ICAITU012B Operate system software

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

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

**Certificate IV in Information Technology (Programming) (ICA40699)**

**Delivery Mode**

This course is offered as an Industry Based Traineeship only.

**Career Opportunities**

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

**Course Structure**

### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAITPM129A</td>
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<tr>
<td>ICAITB057A</td>
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<td>ICAITB058B</td>
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<td>ICAITB064B</td>
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<td>ICAITB070A*</td>
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<tr>
<td>ICAITB076B</td>
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<tr>
<td>ICAITAD041B</td>
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<tr>
<td>ICAITAD051B</td>
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**Elective Units (3 elective units 50 – 150 nominal hours)**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ICAITU008C</td>
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<td>ICAITU018C</td>
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<td>ICAITU019C</td>
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<td>ICAITU020B</td>
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<td>ICAITU021B</td>
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<tr>
<td>ICAITU025B</td>
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<td>ICAITU031B</td>
<td>20</td>
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<tr>
<td>ICAITU032B</td>
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</tr>
<tr>
<td>ICAITU034B</td>
<td>20</td>
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<tr>
<td>ICAITU035C</td>
<td>60</td>
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<tr>
<td>ICAITU046A</td>
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<tr>
<td>ICAITU050A</td>
<td>20</td>
</tr>
</tbody>
</table>

*SUM (ABOVE) 390

=SUM (ABOVE) 390
ICAITI021C Connect internal hardware components
ICAITT078B Perform unit test
ICAITI079B Perform integration test
ICAITT080B Perform specific unit test for 00 class
ICAITU127B Support system software
ICAITU028C Customise packaged software applications for clients
ICAITU018C Develop macros and templates for clients using standard products
ICAITS030B Install software to networked computers
ICAITS020C Install and optimise system software
ICAITI091B Conduct post implementation review
ICAITB35A Create a simple mark-up language document to specification
ICAITB137A Produce basic client side script for dynamic web pages
ICAITB136A Use SQL to create database structures and manipulate data
ICAITS116B Undertake capacity planning
ICAITS120B Administer and configure a network operating system
ICAITA065A Manage a reuse library
ICAITI101B Install and manage network protocols
ICAITS124B Monitor and administer network security
ICAITS117B Maintain custom software
ICAITS109B Evaluate system status
ICAITTW026B Co-ordinate and maintain work teams
ICAITS055C Assist with analysis of emerging technology
ICAITS023B Provide one to one instruction
ICPMM654A Create web pages with multimedia
ICAITI100B Build an Internet infrastructure
ICAITU126B Use advanced features of computer applications

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

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

Delivery Mode
This course is offered as an Industry Based Traineeship only.

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

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

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

- ICAITTW001B Work effectively in an Information Technology environment;
- ICAITTW002B Communicate in the workplace;
- ICAITU004C Apply Occupational Health and Safety procedures;
- ICAITU005C Operate computer hardware;
- ICAITU006C Operate computing packages;
- ICAITU007B Maintain equipment & consumables;
- ICAITU012C Design organisational documents using commercial computing packages;
- ICAITU013C Integrate commercial computing packages;
- ICAITU014C Connect hardware peripherals;
- ICAITS015B Install software applications;
- ICAITS017C Maintain system integrity;
- ICAITS025B Run standard diagnostic tests;
- ICAITD128A Create user & technical documentation.

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

Course Structure
Core (480 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ICAITPM129A</td>
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<td>BSX154L405</td>
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<tr>
<td>ICAITI07B</td>
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</tr>
<tr>
<td>ICAITS021C</td>
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<tr>
<td>ICAITS031B</td>
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<tr>
<td>ICAITS115B</td>
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</tr>
<tr>
<td>ICAITU127B</td>
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<tr>
<td>ICAITS121B</td>
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<tr>
<td>ICAITTW027B</td>
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<tr>
<td>ICAITS169B</td>
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<tr>
<td>ICAITU091C</td>
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<tr>
<td>ICAITS023B</td>
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<td>ICAITS022B</td>
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<td>ICAITS030B</td>
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<tr>
<td>ICAITS032B</td>
<td>20</td>
</tr>
<tr>
<td>ICAITS124B</td>
<td>20</td>
</tr>
</tbody>
</table>

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

- ICAITS029B Install network hardware to a network
- ICAITTW026B Co-ordinate and maintain work teams
- ICAITS126B Administer & configure a network operating system
- ICAITI101B Use advanced features of computer applications
- ICAITS033B Support system software
- ICAITS035C Assist with analysis of emerging technology
- ICAITS034B Determinate and action network problems & action
- ICAITS036B Install software to networked computers
- ICAITS037B Provide network systems administration
- ICAITS038B Determine client computing problems & action
- ICAITS039B Install software to networked computers
- ICAITS040B Provide network systems administration
- ICAITS041B Monitor and administer network security

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

Certificate IV in Multimedia (14933VIC)

Career Opportunities
Programming, animation, digital imaging, web page development.

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

Entry Requirements
The successful completion of VCE or equivalent or mature age.
**Course Duration**
One year full time study.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBC051</td>
<td>Advanced VB Programming A (68 Hours)</td>
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<tr>
<td>VBC052</td>
<td>Advanced VB Programming B (60 Hours)</td>
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<tr>
<td>VBC053</td>
<td>Advanced Internet Technologies (90 Hours)</td>
<td></td>
</tr>
<tr>
<td>VBC054</td>
<td>Multimedia Project (216 Hours)</td>
<td></td>
</tr>
<tr>
<td>VBC055</td>
<td>Diploma of Multimedia (14934VIC)</td>
<td></td>
</tr>
<tr>
<td>VBC056</td>
<td>Diploma of Information Technology (Software Development) (ICA50299)</td>
<td></td>
</tr>
</tbody>
</table>

**Entry Requirements**
Successful completion of the Certificate IV in Information Technology (21103VIC) or demonstrated competency in the following units of competency:
- ICAIT052B Run standard diagnostic tests
- ICAIT128A Create user and technical documentation
- ICAIT031B Provide advice to clients
- ICAIT032B Apply skills in project integration
- ICAIT140A Apply skills in time management
- ICAIT141A Apply skills in quality management
- ICAIT058A Apply skills in object oriented design
- ICAIT075A Use a library or pre-existing components
- ICAIT002B Relate to clients on a business level
- ICAIT064A Prepare software development review
- ICAIT070A Create code for applications
- ICAIT076A Implement configuration management

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

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Project Management (56 Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSX154L501</td>
<td>Guide Application of Project Integrative Processes</td>
</tr>
<tr>
<td>BSX154L602</td>
<td>Manage Project Scope</td>
</tr>
<tr>
<td>ICAIT060B</td>
<td>Identify Physical Database Requirements</td>
</tr>
<tr>
<td>ICAIT061B</td>
<td>Monitor Physical Database Implementation</td>
</tr>
<tr>
<td>ICAIT042B</td>
<td>Confirm Client Business Needs</td>
</tr>
<tr>
<td>ICAIT043B</td>
<td>Develop and Present a Feasibility Report</td>
</tr>
<tr>
<td>ICAIT056B</td>
<td>Prepare Disaster Recovery/Contingency Plans</td>
</tr>
<tr>
<td>ICAIT059B</td>
<td>Develop Detailed Technical Design</td>
</tr>
<tr>
<td>ICAIT082C</td>
<td>Manage the Testing Process</td>
</tr>
<tr>
<td>ICAIT083B</td>
<td>Perform Specific Unit Test for 00 Class</td>
</tr>
<tr>
<td>ICAIT084B</td>
<td>Perform stress and loading test of integrated platform</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Course Structure
The structure of the course is as follows—

**Core Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITL303</td>
<td>Workplace Health &amp; Safety</td>
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</tr>
<tr>
<td>ITB301</td>
<td>The Business Environment</td>
<td>20</td>
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<tr>
<td>ITF415</td>
<td>Commercial Database Packages 1</td>
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</tr>
<tr>
<td>NCS007</td>
<td>Presenting Information</td>
<td>20</td>
</tr>
<tr>
<td>NCS010</td>
<td>Team Building Communication</td>
<td>20</td>
</tr>
<tr>
<td>NCS011</td>
<td>Client Interaction</td>
<td>20</td>
</tr>
<tr>
<td>SB01</td>
<td>An Introduction to Small Business</td>
<td>40</td>
</tr>
<tr>
<td>VBC392</td>
<td>Computerised Bookkeeping for Small Business</td>
<td>20</td>
</tr>
<tr>
<td>VBF043</td>
<td>Multimedia Design</td>
<td>30</td>
</tr>
<tr>
<td>VBF044</td>
<td>Digital Imaging</td>
<td>40</td>
</tr>
<tr>
<td>VBF045</td>
<td>Web Publishing &amp; Communication</td>
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</tr>
<tr>
<td>VBF046</td>
<td>Interface Design</td>
<td>40</td>
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<tr>
<td>VBF047</td>
<td>Multimedia Authoring 1</td>
<td>40</td>
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<tr>
<td>VBF048</td>
<td>2D Animation for Multimedia</td>
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</tr>
<tr>
<td>VBF049</td>
<td>Digital Audio/Video 1</td>
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</tr>
<tr>
<td>VBF050</td>
<td>Minor Multimedia Development Project</td>
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<tr>
<td>VBF051</td>
<td>Multimedia Programming 1</td>
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<td>VBF052</td>
<td>Multimedia Programming 2</td>
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<tr>
<td>VBF053</td>
<td>Multimedia Microcomputer Systems</td>
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<tr>
<td>VBF054</td>
<td>Multimedia Communications</td>
<td>60</td>
</tr>
<tr>
<td>VBF055</td>
<td>Financial Record Keeping &amp; Job Costing</td>
<td>40</td>
</tr>
<tr>
<td>VBF056</td>
<td>Issues in Multimedia</td>
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<tr>
<td>VBF061</td>
<td>Major Multimedia Development Project</td>
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</tr>
<tr>
<td>VBF064</td>
<td>Introduction to Electronic Commerce</td>
<td>20</td>
</tr>
<tr>
<td>VBF065</td>
<td>Multimedia Project Management</td>
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</tbody>
</table>

**Elective Modules**

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

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

**Design and Creative Media Stream**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBF057</td>
<td>Multimedia Authoring 2</td>
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</tr>
<tr>
<td>VBF058</td>
<td>Introduction to 3D Modelling &amp; Animation</td>
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</tr>
<tr>
<td>VBF059</td>
<td>Web Publishing &amp; Communication</td>
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</tr>
<tr>
<td>VBF060</td>
<td>Digital Audio/Video 2</td>
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</tbody>
</table>

**Multimedia Programming Stream**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBF062</td>
<td>Database Design, Programming &amp; Connectivity</td>
<td>60</td>
</tr>
<tr>
<td>VBF063</td>
<td>Programming Internet Applications</td>
<td>100</td>
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</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF062</td>
<td>Database Design, Programming &amp; Connectivity</td>
<td>60</td>
</tr>
<tr>
<td>VBF066</td>
<td>Internet Technology</td>
<td>40</td>
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<tr>
<td>VBF064</td>
<td>Multimedia Design 2</td>
<td>40</td>
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<tr>
<td>VBF071</td>
<td>Design for Multimedia Marketing</td>
<td>20</td>
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</tbody>
</table>

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

### Diploma of Information Technology (21104VIC)

**[Specialising in Network & Internet Technology]**

**Career Opportunities**

Network development and support.

**Course Objectives**

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

**Entry Requirements**

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

**Course Structure**

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

**Delivery**

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

**Semester 1**

**Business Analysis and Data Modelling (70 Hours)**

- ICAITB060B Identify Physical Database Requirements
- ICAITD064B Develop & Present a Feasibility Report

**Administration of Microsoft Networks (110 Hours)**

- ICAITIS032B Provide network Systems Administration
- ICAITIS118B Manage System Security
- ICAITI098B Install & Manage Complex networks

**Introduction to eCommerce (80 Hours)**

- ICAITI090B Build Using RAD
- ICAITD054B Develop Client User Interface

**Multimedia Authoring 1 (80 Hours)**

- ICAITI099B Author a Multimedia Sequence
- ICAITIS15DA Develop a Multimedia Script

**Project Management (40 Hours)**

- BSX154L603 Manage Time

**Semester 2**

**Business Communication (40 Hours)**

- ICAITT027B Relate to Clients on a Business Level

**Help Desk Support (72 Hours)**

- ICAITI025B Provide Technical Support
- ICAITIS031B Provide Advice to Clients
- ICAITIS103B Establish & Maintain client-user liaison during support activity 1 of 2

**Build Internet/ Internet Infrastructures (120 Hours)**

- ICAITD065B Build an Intranet
- ICAITI099B Build an Internet Infrastructure
- ICAITI100B Build an Internet Infrastructure

**Database Connectivity & Internet Programming (36 Hours)**

- ICAITI099B Monitor Physical Database implementation
- ICAITIS113B.1 Identify & resolve common database performance problems 1 of 2

**Internet Project (80 Hours)**

- BSX154L603 Manage Quality
- ICPMM081A Manage Multimedia Production
- ICAITIS113B.2 Identify & maintain client-user liaison during support activity 2 of 2
- ICAITIS113B.3 Identify & resolve common database performance problems 2 of 2

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

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

The School of Business consists of four Departments:

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

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

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

Many courses also involve a period of work experience or practical placement in industry. Other courses involve students in simulated work environments such as Practice Firms. Both enrich the learning experiences of students and provide the opportunity to apply newly acquired skills and knowledge in a real or simulated work environment.

In addition, students proceeding to higher studies benefit from well defined articulation pathways which have been established with degree level programs offered by the Faculty of Business and Law and by other Universities.

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

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

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

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

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

**Department of Administrative and Legal Studies**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21233VIC</td>
<td>Certificate IV in Electronic Publishing (21233VIC)</td>
</tr>
<tr>
<td>21232VIC</td>
<td>Certificate II in Desktop Publishing (21232VIC)</td>
</tr>
<tr>
<td>BSA30200</td>
<td>Certificate III in Business (Legal Administration)(BSA30200)</td>
</tr>
<tr>
<td>BSA40200</td>
<td>Certificate IV in Business (Legal Services)(BSA40200)</td>
</tr>
<tr>
<td>BSB50201</td>
<td>Diploma of Business Administration (BSB50201)</td>
</tr>
<tr>
<td>BSB40201</td>
<td>Certificate IV in Business Administration (BSB40201)</td>
</tr>
<tr>
<td>BSB30201</td>
<td>Certificate III in Business Administration (BSB30201)</td>
</tr>
<tr>
<td>BSB20101</td>
<td>Certificate II in Business Administration (BSB20101)</td>
</tr>
<tr>
<td>BSB30101</td>
<td>Certificate III in Business Administration (BSB30101)</td>
</tr>
<tr>
<td>BSB40101</td>
<td>Certificate IV in Business Administration (BSB40101)</td>
</tr>
<tr>
<td>BSB50101</td>
<td>Diploma of Business Administration (BSB50101)</td>
</tr>
<tr>
<td>20055VIC</td>
<td>Advanced Diploma in Business (Legal Practice)(20055VIC)</td>
</tr>
<tr>
<td>PSP30199</td>
<td>Certificate III in Government (PSP30199)</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.

**Certificate IV in Electronic Publishing (21233VIC)**

**Incorporating**

**Certificate II in Desktop Publishing (21232VIC)**

**Career Opportunities**

Desktop/Electronic publishing.

**Course Objectives**

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

**Entry Requirements**

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

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

**Course Duration**

This course may be offered on a full-time basis over 668 nominal hours or part-time equivalent.
### Certificate IV in Business (Legal Services) (BSA40200)

#### Career Opportunities
Legal administration officer.

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

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

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

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

#### Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA038</td>
<td>Image Input-Scanning 1 (Tone Reproduction)</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 and Graphic</td>
<td>60</td>
</tr>
</tbody>
</table>

#### Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA049</td>
<td>Introduction to Small Business</td>
<td>30</td>
</tr>
</tbody>
</table>

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

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### Certificate III in Business (Legal Administration) (BSA30200)

#### Career Opportunities
Legal support staff.

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

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

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

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

#### Course Structure
The course requires the completion of 12 units as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA038</td>
<td>Image Input-Scanning 1 (Tone Reproduction)</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>
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<td>Electronic Image Assembly – Text and Graphic</td>
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</tbody>
</table>

#### Elective Units

<table>
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<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBA049</td>
<td>Introduction to Small Business</td>
<td>30</td>
</tr>
</tbody>
</table>

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

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

Two Elective units from:

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

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

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

Litigation Functional Stream
BSALLG401A Arrange documents and list exhibits for litigation support 60

Financial Services Functional Stream
FNAMERCO3B Serve legal process 40

Other Elective Units

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

Units are selected with the approval of the Head of Department, having regard to the units listed in the SB01 Business Services Training Package, Australian National Training Authority (ANTA), 2001. Any other state or nationally endorsed Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of two units must be from a qualification at AQF level IV; 1 unit may be included from a lower or higher level in this qualification, providing it has not previously been included in a qualification at a lower level.

The course may be offered on a full-time basis over 235–550 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. Traineeships are usually delivered both on and off-the-job or in a mixture of these delivery modes over a twelve month period.

Stage 1 Certificate II in Business (BSB20101) 15–20 weeks
Stage 2 Certificate III in Business Administration (BSB30201) 15–20 weeks
Stage 3 Certificate IV in Business Administration (BSB40201) 15–20 weeks
Stage 4 Diploma of Business Administration (BSB50201) 15–20 weeks

Certificate II in Business (BSB20101)

Career Opportunities
Receptionist, Administrative assistant, Word Processor.

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

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

Certificate III in Business Administration (BSB30201)

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

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

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

Certificate IV in Business Administration (BSB40201)

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

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

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

Certificate V in Business Administration (BSB50201)

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

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

Entry Requirements
Course Structure
The course consists of 12 units as follows—
A minimum of 8 units from the Common Business units listed below, including the unit BSBCMN211A Participate in workplace safety procedures.

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBADM201A</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM202A</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM203A</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM204A</td>
<td>15</td>
</tr>
<tr>
<td>BSBADM205A</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM206A</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM207A</td>
<td>40</td>
</tr>
<tr>
<td>BSBADM208A</td>
<td>20</td>
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<tr>
<td>BSBADM209A</td>
<td>20</td>
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<tr>
<td>BSBADM210A</td>
<td>30</td>
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<tr>
<td>BSBADM211A</td>
<td>20</td>
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<tr>
<td>BSBADM212A</td>
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<td>BSBADM213A</td>
<td>60</td>
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<tr>
<td>BSBADM214A</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM215A</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Certificate III in Business Administration (BSB30201)

Career Opportunities
Receptionist, Administrative Officer, Word Processor.

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

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

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

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

Certificate IV in Business Administration (BSB40201)

Career Opportunities
Receptionist, Administrative Assistant, Secretary.

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

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

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

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

Course Structure
The course requires the completion of 10 units as follows:
A minimum of 4 units from the Specialist Administration Domain listed below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBADM401A</td>
<td>50</td>
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<tr>
<td>BSBADM402A</td>
<td>100</td>
</tr>
<tr>
<td>BSBADM403A</td>
<td>20</td>
</tr>
<tr>
<td>BSBADM404A</td>
<td>20</td>
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</table>
The course aims to provide students with the knowledge and skills required to undertake work as an administrative officer in a variety of business settings.

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

**Course Structure**
The structure of the course is as follows:

- BSBCM311A Maintain workplace safety 40
- BSBCM301A Exercise initiative in a business environment 20
- BSBCM302A Organise personal work priorities & development 40
- BSBLM303A Contribute to effective workplace relationships 40
- BSBCM304A Contribute to personal skill development & learning 30
- BSBCM305A Organise workplace information 30
- BSBCM306A Produce business documents 80
- BSBCM307A Maintain business resources 20
- BSBCM308A Maintain financial records 60
- BSBCM309A Recommend products and services 20
- BSBCM310A Deliver and monitor a service to customers 35
- BSBCM312A Support innovation and change 40
- BSBCM313A Maintain environmental procedures 30

Four units (together totalling at least 120 nominal hours) of which a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 3; and a maximum of 2 units (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher level in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

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

**Certificate III in Business (BSB30101)**

**Career Opportunities**
Administrative Officer.

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

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

**Course Structure**
The structure of the course is as follows:

- BSBCM311A Maintain workplace safety 40
- BSBCM310A Deliver and monitor a service to customers 35
- BSBCM312A Support innovation and change 40
- BSBCM313A Maintain environmental procedures 30

Four units (together totalling at least 120 nominal hours) of which a minimum of 2 units must be undertaken from a qualification at Australian Qualifications Framework Level 3; and a maximum of 2 units (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher level in this qualification. Units from other Training Packages must not duplicate units selected from the Business Services Training Package. All units selected must contribute to and combine to form a work outcome.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Business (BSB40101)

Career Opportunities
Administrative Work.

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

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

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

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

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

Certificate of Business (BSB50101)

Career Opportunities
Management.

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

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

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

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

Career Opportunities
Senior law clerk.

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.

Career Opportunities
Senior law clerk.

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

Course Structure
The structure of the course is as follows:

Note:
VBJ370 Career Planning and Skills Assessment 20
VBJ309 Competency Analysis 10

VBD228 Commercial Law 51
VBD233 Law of Evidence 51
VBD235 Law of Contract 51
VBD236 Property Law 51
VBD237 Law of Torts 51
VBD238 Legal Process 51
VBJ206 Identify Potential Clients & Provide Advice on Services 51
VBJ207 Practise in a Legal Environment 68
VBJ206 and VBJ207 may be undertaken by way of practical placement in a legal workplace environment.

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

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

**Group B**
- NAP719 Accounting for Non-Accountants 50-60
- NAP723 Marketing & Planning for Small Business 54
- NAP757 Income Tax Law for Accountants 50-60
- NSC003 Job Seeking Skills 20
- NSC006 Writing Workplace Documents 20
- NSC009 Negotiation Skills 20
- NSC010 Team Building Communication 20
- NSC011 Client Interaction 20
- NSC012 Meetings 20
- NSC013 Interviews 20
- NSC015 Presenting Reports 20
- NGMS102 Managing Operations–Customer Service 40
- NGMS106 Managing Effective Working Relationships 40
- NGMS111 Managing People–Workplace Practice 40
- NGMS118 Managing People–Training & Development 40
- NOS110.v2 Occupational Health and Safety 10
- NOS116 Keyboarding Techniques & Operations 20
- NOS118.x2 Computer Operations–Data Retrieval 10
- NOS124 Accounting to Trial Balance 60
- NOS211 Keyboarding–Speed and Accuracy 40
- NOS213 Computer Operations 15
- NOS214.x2 Word Processing for Operators 50
- NOS215.v2 Database Fundamentals 20
- NOS216.v2 Spreadsheet Fundamentals 20
- NOS222.x2 Word Processing Fundamentals 20
- NOS230 Organisational Behaviour 54
- NOS233 Audio Transcription–Introduction 10
- NOS304.v5 Word Processing–Advanced Operators 40
- NOS305.v2 Text Production 40
- SB01 Introduction to Small Business 40
- VAG443 Trust Accounting for Legal Executives 51
- or
- NOS110.x2 Occupational Health and Safety 10 must be completed prior to undertaking any practical placement.

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

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

**Certificate III in Government (PSP30199)**

**Career Opportunities**
Administrative officer, Clerical Assistant, School Services Officer.

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

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

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

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

**Course Structure**
The structure of the course is as follows:

- PSPETH301A Uphold the Values and Principles of Public Service
- PSPLEGN301A Comply with legislation in the Public Sector
- PSPGOV301A Work Effectively in the Organisation
- PSPGOV302A Contribute to the Workgroup Activities
- PSPGOV308A Work Effectively with Diversity
- PSPOHS201A Follow Defined Occupational Health and Safety Policy and Procedures
- PSPGOV202A Communicate in the Workplace
- BSBADM308A Process Payroll
- BSBCM305A Organise Workplace Information
- BSBCM307A Maintain Business Resources
- BSBCM308a Maintain Financial Records

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

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

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

Career Opportunities

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

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

Bookkeeping

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

Public Practice

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

Other Options

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

Certificate III in Financial Services (FNB30199)

Career Opportunities

Credit clerk/officer, Accounts clerk/officer.

Course Objective

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

Entry Requirements

There are no formal entry requirements to the course. Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 2 or equivalent. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

This course may be offered on a full-time basis over 2 semesters or part-time equivalent. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure

Core Modules: 9 units for full-time study, 18 units for part-time study

Elective Module: 9 units (minimum of one per area)

Certificate IV in Financial Services (FNB40199)

For further details regarding this course please contact the Department of Financial Services on (03) 9284 7037.
Advanced Diploma of Accounting (FNB60299)

Diploma of Accounting (FNB50299)

Career Opportunities
Assistant accountant.

Course Objectives
- The Advanced Diploma of Accounting (FNB60299) aims to provide participants with off-the-job training in organisational processes, compliance activities, business performance, financial performance, financial systems and records, tax plans, organisational improvement programs, and financial plans. The course aims to provide the skills required for persons wishing to practice as assistant accountant.
- The Diploma of Accounting (FNB50299) aims to provide participants with off-the-job training in service to customers, bank receipts, journal entries, financial records for reporting purposes, cash flow and accounting records, daily financial records, reports for management, statutory returns, budgets and forecasts, financial systems and records, and financial policy statements and operating procedures. This course aims to provide participants with the skills required for employment as Bookkeepers, Office Managers, Administration Managers and Budget Officers.

Entry Requirements
There are no formal entry requirements for entry to this course. Applicants must be able to demonstrate to the satisfaction of the Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 (for Diploma of Accounting (FNB50299)), Level 5 (for Advanced Diploma of Accounting (FNB60299)) or equivalent.

Course Duration
The Advanced Diploma of Accounting (FNB60299) may be offered on a full-time basis over 1 year or part-time equivalent. Students commence this course after completion of the Diploma of Accounting (FNB50299).

The Diploma of Accounting (FNB50299) may be offered on a full-time basis over 1 year or part-time equivalent. The qualification comprises 7 prerequisite competencies, taken from the Certificate III in Financial Services (FNB30109), 6 core units of competencies and 2 elective units of competencies.

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

Course Structure
The Advanced Diploma of Accounting (FNB60299) consists of 2 stages.

Stage 1: Diploma of Accounting (FNB50299)

Pre-Requisite Competencies

<table>
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<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAFIN201A</td>
<td>50</td>
</tr>
<tr>
<td>BSAFIN301A</td>
<td>50</td>
</tr>
<tr>
<td>BSAFIN305A</td>
<td>30</td>
</tr>
<tr>
<td>FNARFS14A</td>
<td>35</td>
</tr>
<tr>
<td>FNBFIN61A</td>
<td>10</td>
</tr>
<tr>
<td>FNBFIN65A</td>
<td>10</td>
</tr>
<tr>
<td>FNBFIN68A</td>
<td>60</td>
</tr>
</tbody>
</table>

Core Modules
- FNBACC01A Prepare and process financial documentation for cash flow and accounting records 60
- FNBACC03A Prepare statutory returns 100
- FNBACC04A Prepare budgets and forecasts 75
- FNBACC05A Establish & maintain financial systems & records 75
- FNBACC06A Implement financial policy statements & operating procedures 75

Elective Modules
- BSAFIN301A Manage payroll records for employee salaries and statutory record keeping purposes 30
- BSAFIN302A Monitor and control disbursements within a given budget 40

Upon successful completion of Stage 1, or equivalent, students are eligible to apply for entry into Stage 2 – Advanced Diploma of Accounting (FNB60299).

Stage 2: Advanced Diploma of Accounting (FNB60299)

Core Modules
- FNBACC08A Evaluate organisational processes 80
- FNBACC11A Monitor compliance activities 100
- FNBACC14A Evaluate business performance 80
- FNBACC15A Evaluate organisation's financial performance 80
- Students must complete four (4) units of competency from the Financial Services Training Package not previously studied.

Elective Modules
- FNBACC09A Audit and report on financial systems & records 80
- FNBACC10A Implement tax plans 80
- FNBACC12A Implement organisational improvement programs 80
- FNBACC17A Implement financial systems 80

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

Diploma of Business (Banking and Finance) (90025N SW)

Career Opportunities
Bank clerk branch manager, and related banking and finance positions.

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

Entry Requirements
To qualify for admission to the Diploma of Business (Banking and Finance) (90025N SW), 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

<table>
<thead>
<tr>
<th>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>
<td>40</td>
</tr>
</tbody>
</table>
The Certificate IV in Business (Estate Agency Practice)(2404ADA)

Career Opportunities
Licensed estate agent.

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

Course Duration
The Certificate IV in Business (Estate Agency Practice)(2404ADA) is designed to be completed on a part-time basis over two-three years. Part-time programs are normally conducted in the evenings on a 2–evenings per week basis, or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Entry Requirements
To qualify for admission to the Certificate IV in Business (Estate Agency Practice)(2404ADA) applicants must have estate agency work experience, English language, literacy and numeracy skills and be assessed as being capable of completing the course. To be able to obtain registration as a licensed estate agent, applicants need to meet the requirements of the Office of Fair Trading and Business Affairs, within the Department of Justice, Victoria.

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

Compulsory Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500</td>
<td>Real Estate Industry Overview</td>
<td>20</td>
</tr>
<tr>
<td>ABH501</td>
<td>Introduction to Sales</td>
<td>20</td>
</tr>
<tr>
<td>ABH502</td>
<td>Introduction to Property Management</td>
<td>15</td>
</tr>
<tr>
<td>ABH503</td>
<td>Real Estate Computing</td>
<td>15</td>
</tr>
<tr>
<td>ABH504</td>
<td>Real Estate Accounting</td>
<td>45</td>
</tr>
<tr>
<td>ABH505</td>
<td>Real Estate Computer Accounting</td>
<td>15</td>
</tr>
<tr>
<td>ABH507</td>
<td>Property Research and Analysis</td>
<td>12</td>
</tr>
<tr>
<td>ABH508</td>
<td>Real Estate Consumer Protection</td>
<td>20</td>
</tr>
<tr>
<td>ABH510</td>
<td>Contract Law for Real Estate</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Participants must complete 3 modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500</td>
<td>Real Estate Industry Overview</td>
<td>20</td>
</tr>
<tr>
<td>ABH501</td>
<td>Introduction to Sales</td>
<td>20</td>
</tr>
<tr>
<td>ABH502</td>
<td>Introduction to Property Management</td>
<td>15</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.

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

Course in Real Estate for Agents’ Representatives(2004AAA)

Career Opportunities
Agents’ Representative.

Course Objectives
This course aims to provide participants with a basic understanding of the legal principles and estate practices necessary to practice as an agents’ representative in the real estate industry.

Entry Requirements
Applicants will be required to have basic literacy and numeracy skills and be assessed by the School as being capable of completing the course.

This course is suitable for persons employed in the Real Estate or Property Services industry. Mature aged applicants are encouraged to apply.

Course Duration
The Course in Real Estate for Agents’ Representatives(2004AAA) is offered on a part-time basis over seven weeks. Part-time programs are normally conducted in the evening or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure
The Course in Real Estate for Agents’ Representatives(2004AAA) consists of the following three modules.

Participants must complete 3 modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500</td>
<td>Real Estate Industry Overview</td>
<td>20</td>
</tr>
<tr>
<td>ABH501</td>
<td>Introduction to Sales</td>
<td>20</td>
</tr>
<tr>
<td>ABH502</td>
<td>Introduction to Property Management</td>
<td>15</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.

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

Course in Real Estate for Agents’ Representatives(2004AAA)

Career Opportunities
Licensed estate agent.

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

Course Duration
The Course in Real Estate for Agents’ Representatives(2004AAA) 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 Course in Real Estate for Agents’ Representatives(2004AAA) 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 licensed 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 Course in Real Estate for Agents’ Representatives(2004AAA) consists of 3 modules.

Compulsory Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500</td>
<td>Real Estate Industry Overview</td>
<td>20</td>
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<tr>
<td>ABH501</td>
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<tr>
<td>ABH502</td>
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<tr>
<td>ABH503</td>
<td>Real Estate Computing</td>
<td>15</td>
</tr>
<tr>
<td>ABH504</td>
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<td>45</td>
</tr>
<tr>
<td>ABH505</td>
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</tr>
<tr>
<td>ABH507</td>
<td>Property Research and Analysis</td>
<td>12</td>
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<tr>
<td>ABH508</td>
<td>Real Estate Consumer Protection</td>
<td>20</td>
</tr>
<tr>
<td>ABH510</td>
<td>Contract Law for Real Estate</td>
<td>20</td>
</tr>
</tbody>
</table>
Certificate IV in Property Services (Real Estate Operations) (2404AOB)

Career Opportunities
Real Estate.

Course Objective
This course aims to develop the knowledge and skills of students wishing to make a career in the field of real estate.

Entry Requirements
To qualify for admission to the course, applicants must have or be seeking employment in the real estate industry. A pre-requisite for the course is the completion of the Course in Real Estate for Agents Representatives (2004AAA).

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

Course Duration
The course may be offered on a full-time basis over a period of two years or part-time equivalent.

Course Structure
The course has two specialist streams –
• Property Management Stream,
• Sales Consulting Stream.

Core Modules (common to both streams) –
RE201 Real Estate Industry Overview
RE202 Real Estate Workteam Communication
RE211 Introduction to Property Management
RE221 Introduction to Property Sales Consulting
RE301 Real Estate Advertising Principles
RE302 Real Estate Workplace Planning
RE311 Tenant Documentation
RE312 Tenant Transactions
RE321 Sales Documentation
RE322 Sales Transactions
RE401 Real Estate Building Principles
RE402 Real Estate Negotiation Skills
RE403 Real Estate Client Interaction
RE404 Introduction to Trust Accounting
RE406 Dealing with Conflict in Real Estate

Property Management Stream
RE411 Rental Market Analysis
RE412 Rental Prospecting
RE413 Rental Listing
RE414 Rental Marketing
RE415 Rental Tenancing
RE416 Rental Maintenance
RE417 Rental Renewal and Finalisation

Sales Consulting Stream
RE323 Basic Property Sales Processes
RE421 Sales Market Analysis
RE422 Sales Prospecting
RE423 Sales Listing
RE424 Sales Marketing
RE425 Sales Presentation
RE426 Sales Negotiation
RE427 Sales Settlement
RE428 Introduction to Auction Sales

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

Course in Introduction to Call Centre Operations (3133BB107)

Career Opportunities
Call Centre Operations.

Course Objectives
This course aims to provide an accredited training program at AQF level 1 for people wishing to pursue a career in the call center industry as call centre operators. This course also aims to develop:
Knowledge, skills and attitudes applicable to the call centre work environment; Provide off-the-job training and assessment in a practical, hands-on program, underpinned by theoretical knowledge components relevant to the call centre industry; Provide training, knowledge and skill development in areas including:
• Industry orientation;
• Call centre applications and features;
• Legislation pertaining to call centre operations;
• Computer use in call centres;
• Basic information technology applications;
• Occupational health and safety;
• Telecommunications technology in a call centre environment;
• Work effectiveness;
• Communication skills;
• Interaction with customers;
• Customer service;
• Handling complaints;
• Team work.

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

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

Course Duration
This course may be offered on a full-time basis over a total of nominally 60 hours or part-time equivalent.
Course Structure
The course consists of the following three compulsory modules:

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

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

Certificate II in Telecommunications (Call Centres) (ICT 20499)

Career Opportunities
Call Centre Operations.

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

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

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

Course Structure
Operational Stream

Telecom Technology
ICTTC200A Use Telecommunications Technology in receiving and making outgoing calls in the call centre environment.

Information Systems
ICTTC201A Use basic computer technology to process enterprise and customer requirements.
ICTTC202A Use specific enterprise systems to satisfy basic customer requirements.

Customer Service
ICTTC204A Establish positive relationships with customers.

Cost Support/Assistance
ICTTC213A Provide basic product/service support and assistance to customers.

Elective Competencies

Telemarketing
ICTTC206A Respond to inbound calls relating to specific marketing campaigns.
ICTTC207A Conduct outbound telemarketing campaigns.

Market Research
ICTTC209A Conduct data collection for market research, opinion polls, and customer surveys.

Selling
ICTTC210A Process sales of limited product/service from incoming inquiries.

Product/Service Faults
ICTTC216A Action reports of faults reported by customers relating to specific product/services.

Complaints
ICTTC219A Resolve complaints dealing with specific product/services.

Billing Management
ICTTC224A Provide basic assistance to customers in relation to account inquiries.

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

Certificate III in Telecommunications (Call Centres) (ICT 30599)

Career Opportunities
Call Centre Operations.

Course Objective
This course aims to supply a specific qualification for the Telecommunications Call Centre Stream at AQF level 3. This course is aimed at providing skills and knowledge to be an effective Call Centre Agent.

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

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

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

Certificate II level units
ICTTC206A Respond to inbound calls relating to a specific marketing campaign
ICTTC207A Conduct outbound telemarketing campaign
ICTTC209A Conduct data collection for Market Research, Opinion Polls, Customer Surveying
ICTTC210A Process sales of limited Product/Service from incoming inquiries
ICTTC216A Action reports of faults reported by customers relating to specific Product/Service
ICTTC219A Resolve complaints dealing with specific Product/Service
ICTTC224A Provide basic assistance to customers in relation to account inquiries.

Certificate III level units
ICTTC203A Navigate and Interrogate specific enterprise systems to satisfy customer requirements
ICTTC205A Manage and build on relationships with customers
ICTTC208A Conduct telemarketing campaign involving selling of product/service
ICTTC211A Process sales of complex product/service and where customer is unsure of available solutions
ICTTC214A Process general inquiries from customers and provide associated support and assistance
ICTTC217A Action reports of product/service faults reported by customers
ICTTC220A Resolve customer complaints
ICTTC222A Process low risk credits applications
ICTTC225A Process the more complex billing/account inquiries from customers
ICTTC227A Manager personal work priorities and professional development
ICTTC229A Establish and manage effective relationships within the Call Centre team environment
ICTTC234A Develop and maintain a safe workplace and environment.
Certificate IV in Telecommunications (Call Centres)(ICT40599)

Career Opportunities
This course is ideal for Call Centre Team Leaders.

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

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

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

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

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

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

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

Assessment
Assessment is competency based. A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Commerce(3113BDC100)

Career Opportunities
Further study or clerical occupations.

Course Objective
This course aims to develop a broad range of business knowledge and skills to enable students to undertake further study at undergraduate level and/or gain employment in clerical, administrative or related occupations.

Entry Requirements
To qualify for admission to the course applicants should have successfully completed a course of study at year 12 or equivalent. In addition to satisfying the entry requirements students must provide evidence of proficiency in English language before entry to the course will be granted.

English language proficiency may be demonstrated by the completion of studies in English at secondary school or completion of an approved English language assessment, including IELTS. An overall band score of 5.5 in the IELTS test is preferred. Note: This course is only offered in Australia to international students and offshore at selected locations. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning or through work and/or life experience.

Course Duration
The course may be offered on a full time basis of 750 nominal hours or part time equivalent.
Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDC111</td>
<td>Information Systems</td>
<td>120</td>
</tr>
<tr>
<td>BDC112</td>
<td>Accounting</td>
<td>120</td>
</tr>
<tr>
<td>BDC113</td>
<td>Economics</td>
<td>90</td>
</tr>
<tr>
<td>BDC114</td>
<td>Business Principles</td>
<td>60</td>
</tr>
<tr>
<td>BDC115</td>
<td>Communications for Business</td>
<td>90</td>
</tr>
<tr>
<td>BDC116</td>
<td>Business Management</td>
<td>90</td>
</tr>
<tr>
<td>BDC117</td>
<td>Business Maths and Statistics</td>
<td>90</td>
</tr>
<tr>
<td>BDC118</td>
<td>Marketing Principles</td>
<td>90</td>
</tr>
</tbody>
</table>

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

Diploma in Customer Contact Management (3113BBCCM01)

Career Opportunities
Further study.

Course Objectives
This course will provide a pathway for those returning to study having completed the Certificate IV in Telecommunications (Call Centres). It is appropriate to adults returning to study through ACFE Courses. The course is designed to enable the students to review and monitor their learning plan, to enhance their self-assessment and research skills.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills, knowledge and attitudes to undertake formal study at Australian Qualifications Framework Level 5.

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

Course Duration
The course will be offered on a full-time basis over 715 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows -

Core units (535 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBCCM500</td>
<td>Utilise a Call Management Information System (CMIS) to ensure that the Customer Contact Centre meets customer requirements &amp; planned outcomes</td>
<td>40</td>
</tr>
<tr>
<td>BBCCM512</td>
<td>Manage the acquisition and maintenance of Call Centre resources</td>
<td>80</td>
</tr>
<tr>
<td>BSBFLM502A</td>
<td>Provide leadership in the workplace</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM504A</td>
<td>Facilitate work teams</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM505A</td>
<td>Manage operational plan</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM507A</td>
<td>Manage quality customer service</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM509A</td>
<td>Promote continuous improvement</td>
<td>50</td>
</tr>
<tr>
<td>BSBFLM510A</td>
<td>Facilitate and capitalise on change &amp; innovation</td>
<td>50</td>
</tr>
<tr>
<td>BSZ401A</td>
<td>Plan Assessment</td>
<td>15</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>Conduct Assessment</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>Review Assessment</td>
<td>5</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train small groups</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective units (100 nominal hours) chosen from:

- BSBFLM501A Manage personal work priorities and professional development 50
- BSBFLM503A Establish and manage effective workplace relationships 50
- BSBFLM504A Ensure a safe workplace 50
- BSBFLM506A Manage workplace information systems 50
- BSBFLM511A Develop a workplace learning environment 50

Plus 2 Call Centre specific elective units (80 minimum nominal hours), selected from level IV Telecommunications endorsed competency standards: Call Centre component, chosen from:

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

Elective units are selected with the approval of the Head of Department.

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

The Department of Management and Marketing—TAFE conducts a wide range of courses that provide vocational education for a variety of management and marketing occupations ranging from pre-employment through to para-professional level.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB30501</td>
<td>Certificate III in Business (Frontline Management) (BSB30501)</td>
</tr>
<tr>
<td>BSB41001</td>
<td>Certificate IV in Business (Frontline Management) (BSB41001)</td>
</tr>
<tr>
<td>BSB51001</td>
<td>Diploma of Business (Frontline Management) (BSB51001)</td>
</tr>
<tr>
<td>BSB40801</td>
<td>Certificate IV in Business (Human Resources) (BSB40801)</td>
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<td>Advanced Diploma of Business (Operations Management) (20055VIC)</td>
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</tr>
<tr>
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<td>Certificate IV in Business (Operations Management) (20051VIC)</td>
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<td>BSB40601</td>
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<tr>
<td>BSB50601</td>
<td>Diploma of Business (Advertising) (BSB50601)</td>
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<tr>
<td>BSB60501</td>
<td>Advanced Diploma of Business (Advertising) (BSB60501)</td>
</tr>
<tr>
<td>BSB40701</td>
<td>Certificate IV in Business (Marketing) (BSB40701)</td>
</tr>
<tr>
<td>BSB50701</td>
<td>Diploma of Business (Marketing) (BSB50701)</td>
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<tr>
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<td>Advanced Diploma of Business (Marketing) (BSB60601)</td>
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<td>Advanced Diploma of Business (International Business) (20055VIC)</td>
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<td>Certificate IV in Business (Public Relations) (BSB40101)</td>
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<td>BSB40501</td>
<td>Certificate IV in Business Development (BSB40501)</td>
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<td>Diploma of Business Development (BSB50501)</td>
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<td>Advanced Diploma of Business Development (BSB60401)</td>
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<td>BSB30301</td>
<td>Certificate III in Business (Sales) (BSB30301)</td>
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<tr>
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<td>Graduate Certificate in Management Development (Education and Training) (2804ABB)</td>
</tr>
<tr>
<td>BSZ40198</td>
<td>Certificate IV in Assessment and Workplace Training (BSZ40198)</td>
</tr>
</tbody>
</table>

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

Dale Williams

Acting Head, Department of Management and Marketing—TAFE

Certificate III in Business (Frontline Management) (BSB30501)

Career Opportunities

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

Course Objective

The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader in charge of a small workgroup.

Entry Requirements

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

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

Course Duration

The course may be offered on a full-time basis over 235–240 nominal hours or part-time equivalent.

Course Structure

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- The following pairs of units should not be undertaken within a single qualification:
  - BSBCMN301A Exercise initiative in a business environment
  - BSBFM302A Support leadership in the workplace
  - BSBCMN305A Organise workplace information
  - BSBFM306A Provide workplace information and resourcing plans

Four units (together totaling a minimum of 160 nominal hours) to be undertaken from the following units:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN302A</td>
<td>Organise personal work priorities and development</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN311A</td>
<td>Maintain workplace safety</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM302A</td>
<td>Support leadership in the workplace</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM303A</td>
<td>Contribute to effective workplace relationships</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM305A</td>
<td>Support operational plan</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM306A</td>
<td>Provide workplace information</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM309A</td>
<td>Support continuous improvements systems and processes</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM311A</td>
<td>Support a workplace learning environment</td>
<td>40</td>
</tr>
</tbody>
</table>

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

80
Certificate IV in Business (Frontline Management)(BSB41001)

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a supervisor/team leader of a large workgroup.

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

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

Course Duration
The course may be offered on a full-time basis over 350–380 nominal hours or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- The following pair of units should not be undertaken within a single qualification –
  - BSB4103A Establish business networks
  - BSBFLM403A Manage effective workplace relationships

Five units (together totaling a minimum of 230 nominal hours) to be undertaken from the following units:
- BSB4102A Develop work priorities 30
- BSB4103A Manage effective workplace relationships 50
- BSB4105A Implement operational plan 50
- BSB4111A Monitor a safe workplace 50

Plus three units (together totaling a minimum of 120 nominal hours) to be undertaken from the following units:
- BSB4104A Develop teams and individuals 30
- BSB4110A Coordinate implementation of quality customer Service strategies 40
- BSB4112A Promote innovation and change 50
- BSB4106A Lead work teams 50
- BSB4108A Implement workplace information system 50
- BSB4109A Implement continuous improvement 50

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

Certificate IV in Business (Human Resources)(BSB40801)

Career Opportunities
Human Resource Administrator.

Course Objective
The course aims to provide the knowledge and skills required for a person working as an administrative assistant in an HR Department.

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

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

Course Duration
The course may be offered on a full-time basis over 22 weeks (375–530 nominal hours) or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A maximum of four units may be included from the Assessment and Workplace Training domain.

Diploma of Business (Frontline Management)(BSB51001)

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a middle level manager in a medium to large organisation.

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

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

Course Duration
The course may be offered on a full-time basis over 660 nominal hours or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>BSBFLM501A</td>
<td>Manage personal work priorities</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM502A</td>
<td>Provide leadership in the workplace</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM503A</td>
<td>Establish effective workplace relationships</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM504A</td>
<td>Facilitate work teams</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM505A</td>
<td>Manage operational plan</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM506A</td>
<td>Manage workplace information systems</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM507A</td>
<td>Manage quality customer service</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM509A</td>
<td>Promote continuous improvement</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM510A</td>
<td>Facilitate &amp; capitalise on change &amp; innovation</td>
<td>60</td>
</tr>
<tr>
<td>BSBFLM511A</td>
<td>Develop a workplace learning environment</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT505A</td>
<td>Ensure a safe workplace</td>
<td>60</td>
</tr>
</tbody>
</table>

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

The course aims to provide the knowledge and skills required for a person working as a senior or General Human Resources Manager in a large organisation.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**

The course may be offered on a full-time basis over 68 weeks (420–490 nominal hours) or part-time equivalent.

**Course Structure**

- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of five units (together totaling a minimum of 240 nominal hours) to be undertaken from the following Human Resources units:

  - BSBHR501A Manage human resource consultancy services 80
  - BSBHR502A Manage human resource management information systems 60
  - BSBHR503A Manage performance management systems 60
  - BSBHR504A Manage industrial relations policies and processes 80
  - BSBHR505A Manage remuneration and employee benefits 40
  - BSBHR506A Manage recruitment, selection and induction processes 60
  - BSBHR507A Manage separation/termination 40
  - BSBHR508A Manage work/life skills 60
  - BSBHR509A Manage rehabilitation/return to work programs 40

- All of the following units from the Human Resources domain are to be undertaken:

  - BSBHR510A Manage work/life systems 80
  - BSBHR511A Manage human resource regulation 80
  - BSBHR512A Manage human resource management information systems 60
  - BSBHR513A Manage performance management systems 60
  - BSBHR514A Manage recruitment, selection and induction processes 60
  - BSBHR515A Manage separation/termination 40

- Three units (together totaling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.

- Should any of the following units be selected, then all three units must be undertaken:
  - BSZ401A Plan assessment
  - BSZ402A Conduct assessment
  - BSZ403A Review assessment

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

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**Diploma of Business (Human Resources)(BSB50001)**

**Career Opportunities**

Human Resource Officer.

**Course Objective**

The course aims to provide the knowledge and skills required for a person working as a Human Resources officer with responsibility for all HR functions or a middle level HR manager in a large organisation.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**

The course may be offered on a full-time basis over 34 weeks (370–550 nominal hours) or part-time equivalent.
Experience, articulation, informal or formal learning, or from work and/or life recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in successfully completing the course.

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

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

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

Course Duration
The course may be offered on a full-time basis over 325–530 nominal hours or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- The following pair of units should not be undertaken within a single qualification:
  - BSBCM403A Establish business networks
  - BSBCM403A Manage effective workplace relationships
- A minimum of four (together totaling a minimum of 140 nominal hours) units to be undertaken from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM403A</td>
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<tr>
<td>BSBCM404A</td>
<td>30</td>
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<tr>
<td>BSBCM407A</td>
<td>30</td>
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<tr>
<td>BSBCM410A</td>
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</tr>
<tr>
<td>BSBCM412A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM413A</td>
<td>40</td>
</tr>
<tr>
<td>BSBCM414A</td>
<td>50</td>
</tr>
<tr>
<td>BSBCM415A</td>
<td>40</td>
</tr>
</tbody>
</table>

- Plus three units (together totaling a minimum of 93 nominal hours) to be undertaken having regard to the units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower level qualification.

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

Certificate IV in Business Management (BSB41101)

Career Opportunities
Supervisor, team leader.

Course Objective
The aim of this course is to train students in the practice of management skills appropriate to the position of a Team Leader or Supervisor, performing the functions of management in a public or private organisation. The aim is to facilitate widespread best practice management skills formation for individuals and groups at the lower to middle levels of organisations. The course aims to develop management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

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

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

Course Duration
The course may be offered on a full-time basis over 325–530 nominal hours or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- The following pair of units should not be undertaken within a single qualification:
  - BSBCM403A Establish business networks
  - BSBCM403A Manage effective workplace relationships
- A minimum of four (together totaling a minimum of 140 nominal hours) units to be undertaken from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM403A</td>
<td>50</td>
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<tr>
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<td>40</td>
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</tbody>
</table>

- Plus three units (together totaling a minimum of 93 nominal hours) to be undertaken having regard to the units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.
- Should any of the following units be selected, then all three units must be undertaken:
  - BSZ401A Plan assessment
  - BSZ402A Conduct assessment
  - BSZ403A Review assessment

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

Diploma of Business Management (BSB50401)

Career Opportunities
Middle-level Manager.

Course Objective
The course aims to provide students with the knowledge and skills required to manage and provide leadership to administrative workers across all industries.

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

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

Course Duration
The course may be offered on a full-time basis over 440–720 nominal hours or part-time equivalent.

Course Structure
The course consists of eight units as follows:

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>BSBMGT501A</td>
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<tr>
<td>BSBMGT502A</td>
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<tr>
<td>BSBMGT503A</td>
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<td>BSBMGT504A</td>
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<tr>
<td>BSBMGT505A</td>
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<tr>
<td>BSBMGT506A</td>
<td>60</td>
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<tr>
<td>BSBMGT507A</td>
<td>60</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT501A</td>
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<tr>
<td>BSBMGT502A</td>
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<tr>
<td>BSBMGT503A</td>
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<td>BSBMGT504A</td>
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<tr>
<td>BSBMGT506A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT507A</td>
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</tbody>
</table>

- A minimum of two units to be undertaken from the following Business Services domain:

<table>
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<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT501A</td>
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<tr>
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<tr>
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<tr>
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</tr>
<tr>
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<td>BSBMGT506A</td>
<td>60</td>
</tr>
<tr>
<td>BSBMGT507A</td>
<td>60</td>
</tr>
</tbody>
</table>

- A minimum of three units to be undertaken having regard to the units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.
- Should any of the following units be selected, then all three units must be undertaken:
  - BSZ401A Plan assessment
  - BSZ402A Conduct assessment
  - BSZ403A Review assessment

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
• All units selected must contribute to and combine to form a work outcome.

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

Advanced Diploma of Business Management (BSB60201)

Career Opportunities
Senior-level manager.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a senior manager in a medium sized organisation or the CEO of a small organisation. The course aims to develop strategic and operational management skills in four key areas: managing operations, managing people, managing financial resources and managing information.

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

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

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

Course Structure
• All units selected are subject to the approval of the Head of Department.
• Units from other Training Packages must not duplicate units selected from the Business Training Package.
• All units selected must contribute to and combine to form a work outcome.

A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Strategic Management units –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT601A</td>
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<tr>
<td>BSBMGT602A</td>
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<td>BSBMGT603A</td>
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<td>BSBMGT604A</td>
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<td>BSBMGT606A</td>
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<td>BSBMGT607A</td>
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<td>BSBMGT608A</td>
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<td>60</td>
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<tr>
<td>BSBMGT610A</td>
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</tbody>
</table>

Plus three units (together totaling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

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

Certificate IV in Business (Operations Management)(20051VIC)

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

Course Structure
The structure of the course consists of 14 core modules, plus 90 hours of Certificate IV level elective modules.
Diploma of Business (Operations Management)(20053VIC)

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

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

Advanced Diploma of Business (Operations Management)(20055VIC)

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

Course Structure
The structure of the course consists of 28 core modules; 90 hours of elective modules selected from Certificate IV level electives; 60 hours of elective modules selected from Diploma level electives; and 40 hours of elective modules selected from Advanced Diploma level electives.
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
The course may be offered on a full-time basis over 435–590 nominal hours or part-time equivalent.

Certificate IV in Business (Advertising) (BSB40601)

Career Opportunities
Advertising

Course Objective
The course aims to provide the knowledge and skills required for a person working as an assistant across a range of functions in an advertising or media department.

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

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

Course Structure
The structure of the course is as follows:
• All units selected are subject to the approval of the Head of Department.
• Units from other Training Packages must not duplicate units selected from the Business Training Package.
• All units selected must contribute to and combine to form a work outcome.

Units from the Advertising domain

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV401A</td>
<td>Profile a target audience</td>
<td>50</td>
</tr>
<tr>
<td>BSBADV402A</td>
<td>Conduct pre-campaign testing</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV403A</td>
<td>Monitor advertising production</td>
<td>80</td>
</tr>
<tr>
<td>BSBADV404A</td>
<td>Schedule advertisements</td>
<td>40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN402A</td>
<td>Develop work priorities</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN403A</td>
<td>Establish business network</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN404A</td>
<td>Develop teams and individuals</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN405A</td>
<td>Analyse and present research information</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN406A</td>
<td>Maintain business technology</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN407A</td>
<td>Coordinate business resources</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN408A</td>
<td>Report on financial activity</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN409A</td>
<td>Promote products and services</td>
<td>20</td>
</tr>
<tr>
<td>BSBCMN410A</td>
<td>Coordinate implementation of customer service strategies</td>
<td>40</td>
</tr>
<tr>
<td>BSBCMN411A</td>
<td>Monitor safe workplace</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN412A</td>
<td>Promote innovation and change</td>
<td>50</td>
</tr>
<tr>
<td>BSBCMN413A</td>
<td>Implement and monitor environmental policies</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM404A</td>
<td>Lead work teams</td>
<td>50</td>
</tr>
</tbody>
</table>

Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification. Should any of the following units be selected, then all three units must be undertaken –

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ401A</td>
<td>Plan assessment</td>
<td></td>
</tr>
<tr>
<td>BSZ402A</td>
<td>Conduct assessment</td>
<td></td>
</tr>
<tr>
<td>BSZ403A</td>
<td>Review assessment</td>
<td></td>
</tr>
</tbody>
</table>

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

Diploma of Business (Advertising) (BSB50601)

Career Opportunities
Account management, media planning and production.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a media planning assistant in an advertising or media department.

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Course Duration
The course may be offered on a full-time basis over 410–530 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

A minimum of five units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Advertising units –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
<td>Develop a creative concept</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
<td>Write persuasive copy</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
<td>Coordinate advertising research</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>60</td>
<td>Create advertisements</td>
</tr>
<tr>
<td>BSBADV505A</td>
<td>60</td>
<td>Evaluate and recommend ‘above the line’ media options</td>
</tr>
<tr>
<td>BSBADV506A</td>
<td>60</td>
<td>Evaluate and recommend ‘below the line’ media options</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>60</td>
<td>Develop a media plan</td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>120</td>
<td>Present an advertising campaign</td>
</tr>
</tbody>
</table>

- Plus three units (together totalling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level 5 and the remaining unit may be from a lower or higher level qualification.

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

Certificate IV in Business (Marketing)(BSB40701)

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

Course Objective
The course aims to provide the knowledge and skills required for a person working as a marketing assistant under the direction of a marketing or promotions manager in a medium sized firm.

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

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

Course Duration
The course may be offered on a full-time basis over 345–580 nominal hours or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of four units (together totalling a minimum of 160 nominal hours) to be undertaken from the following Marketing units –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG301A</td>
<td>60</td>
<td>Research the market</td>
</tr>
<tr>
<td>BSBMKG302A</td>
<td>60</td>
<td>Identify marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG303A</td>
<td>40</td>
<td>Draft an elementary marketing audit report</td>
</tr>
<tr>
<td>BSBMKG401A</td>
<td>60</td>
<td>Profile the market</td>
</tr>
<tr>
<td>BSBMKG402A</td>
<td>60</td>
<td>Analyse consumer behaviour for specific markets</td>
</tr>
<tr>
<td>BSBMKG403A</td>
<td>40</td>
<td>Analyse market data</td>
</tr>
<tr>
<td>BSBMKG404A</td>
<td>60</td>
<td>Forecast market and business needs</td>
</tr>
<tr>
<td>BSBMKG405A</td>
<td>50</td>
<td>Implement and monitor marketing activities</td>
</tr>
<tr>
<td>BSBMKG406A</td>
<td>50</td>
<td>Build client relationships</td>
</tr>
<tr>
<td>BSBMKG407A</td>
<td>30</td>
<td>Make a presentation</td>
</tr>
</tbody>
</table>

Advanced Diploma of Business (Advertising)(BSB60501)

Career Opportunities
Management, consultant.

Course Objective
The course aims to provide the knowledge and skills required for a person working as an account executive in a medium to large organisation.

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

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

Course Duration
The course may be offered on a full-time basis over 550–620 nominal hours or part-time equivalent.
A minimum of three units (together totalling a minimum of 80 nominal hours) to be undertaken from the following Common Business units -

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

- Three units (together totalling a minimum of 105 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001; or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level IV and the remaining unit may be from a lower or higher level qualification.
- Should any of the following units be selected, then all three units must be undertaken –
  - BSZ401A Plan assessment
  - BSZ402A Conduct assessment
  - BSZ403A Review assessment

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

**Diploma of Business (Marketing)(BSB50701)**

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

**Course Objective**
The course aims to provide the knowledge and skills required for a person working as a marketing officer with a supervisory role and significant responsibility in business functions which may include—product management, research and sales.

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**
The course may be offered on a full-time basis over 440–520 nominal hours or part-time equivalent.

**Course Structure**
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

**Units from the Marketing domain**

<table>
<thead>
<tr>
<th>Code</th>
<th>Evaluate marketing opportunities</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501A</td>
<td>Establish and adjust the marketing mix</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG503A</td>
<td>Develop a marketing communications plan</td>
<td>50</td>
</tr>
</tbody>
</table>

**Advanced Diploma of Business (Marketing)(BSB60601)**

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

**Course Objective**
The course aims to provide the knowledge and skills required for a person with a planning and management role in business functions which include—product management, research and sales.

**Entry Requirements**
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**
The course may be offered on a full-time basis over 420–500 nominal hours or part-time equivalent.

**Course Structure**
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.

A minimum of 5 units (together totalling a minimum of 280 nominal hours) to be undertaken from the following Marketing units —

<table>
<thead>
<tr>
<th>Code</th>
<th>Develop marketing strategies</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG601A</td>
<td>Develop a marketing plan</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG603A</td>
<td>Manage the marketing process</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG604A</td>
<td>Develop &amp; manage direct marketing campaigns</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG605A</td>
<td>Evaluate international marketing opportunities</td>
<td>60</td>
</tr>
<tr>
<td>BSBMKG606A</td>
<td>Manage international marketing programs</td>
<td>60</td>
</tr>
</tbody>
</table>

- Plus three units (together totalling a minimum of 140 nominal hours) to be undertaken having regard to the units listed in the (BSB01) Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level VI and the remaining unit may be from a lower level qualification.

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

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VICTORIA UNIVERSITY TAFE HANDBOOK 2003

88
Advanced Diploma of Business (International Business)(2005VIC)
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Certificate IV in Business (International Trade)(2005VIC)

Diploma of Business (International Trade)(2005VIC)

Career Opportunities
International trade and marketing, customs.

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

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

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

Course Structure
The Advanced Diploma of Business (International Business)(2005VIC) consists of 3 stages:

Stage 1
Certificate IV in Business (International Trade)(2005VIC)

Students must complete 663 hours of training and if exiting at the end of Stage 1 students must also complete VBJ370 Career Planning and Skills Assessment plus an Industry Project. Note

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP179</td>
<td>68</td>
</tr>
<tr>
<td>NAP272</td>
<td>68</td>
</tr>
<tr>
<td>NOS110.v2</td>
<td>15</td>
</tr>
<tr>
<td>VAD349</td>
<td>51</td>
</tr>
<tr>
<td>VAD363</td>
<td>51</td>
</tr>
<tr>
<td>VAD950</td>
<td>51</td>
</tr>
<tr>
<td>VBF302</td>
<td>30</td>
</tr>
<tr>
<td>VBG847</td>
<td>10</td>
</tr>
<tr>
<td>VBG848</td>
<td>60</td>
</tr>
<tr>
<td>VBG849</td>
<td>60</td>
</tr>
<tr>
<td>VBJ685</td>
<td>10</td>
</tr>
</tbody>
</table>

Plus if exiting at Certificate IV in Business (International Trade)(2005VIC 1C)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>20</td>
</tr>
<tr>
<td>VBJ369</td>
<td>10</td>
</tr>
</tbody>
</table>

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

Stage 2
Diploma of Business (International Trade)(2005VIC)

Students must complete 1295 hours of training (including the 664 hours already undertaken in Stage 1). Students exiting at the end of Stage 2 must also complete VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in Stage 1.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOS149</td>
<td>30</td>
</tr>
<tr>
<td>NOS230</td>
<td>50</td>
</tr>
<tr>
<td>VBF306</td>
<td>68</td>
</tr>
<tr>
<td>VBF307</td>
<td>68</td>
</tr>
<tr>
<td>VBG850</td>
<td>50</td>
</tr>
<tr>
<td>VBG851</td>
<td>20</td>
</tr>
<tr>
<td>VBG852</td>
<td>40</td>
</tr>
<tr>
<td>VBG853</td>
<td>60</td>
</tr>
<tr>
<td>VBG854</td>
<td>40</td>
</tr>
<tr>
<td>VBG855</td>
<td>30</td>
</tr>
<tr>
<td>VBG856</td>
<td>15</td>
</tr>
</tbody>
</table>

and

<table>
<thead>
<tr>
<th>Language for a Selected Country/Region*</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indonesian</td>
<td>140</td>
</tr>
</tbody>
</table>

If exiting at Diploma of Business (International Trade)(2005VIC IC)

VBJ370 Career Planning & Skills Assessment Industry Project

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

Stage 3
Advanced Diploma of Business (International Business) (2005VIC)

Students must complete 400 hours of training plus VBJ370 Career Planning and Skills Assessment and an Industry Project if it has not already been completed in either Stage 1 or 2.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGS201 Entrepreneuring and Innovating</td>
<td>40</td>
</tr>
<tr>
<td>NGS202 Forecasting Futures</td>
<td>40</td>
</tr>
<tr>
<td>NGS204 Manage Strategically</td>
<td>40</td>
</tr>
<tr>
<td>NGS211 Managing Risk</td>
<td>40</td>
</tr>
<tr>
<td>VBG838 Transport and Logistics–Systems Development</td>
<td>40</td>
</tr>
<tr>
<td>VBG859 Research and Report on an Export Venture</td>
<td>120</td>
</tr>
<tr>
<td>VBJ370 Career Planning &amp; Skills Assessment Industry Project</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Advanced Diploma of Business (Public Relations)(2005VIC)

Career Opportunities
Senior public relations officer.

Course Objective
The course aims to enable the development of specialised skills and knowledge of participants wishing to enter employment in the public relations industry at a senior level.
On successful completion of the Certificate IV a person will possess the necessary skills and knowledge to undertake employment as a senior public relations officer in a corporation or government department.

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

**Entry Requirements**

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

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

**Course Duration**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ370</td>
<td>Career Planning and Skills Assessment</td>
<td>20</td>
</tr>
<tr>
<td>VBJ369</td>
<td>Competency Analysis</td>
<td>10</td>
</tr>
<tr>
<td>NOS139 v2</td>
<td>Meetings – Organisation</td>
<td>20</td>
</tr>
<tr>
<td>NCS014</td>
<td>Speaking in Public</td>
<td>20</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITF005</td>
<td>Supporting the Internet and World Wide Web</td>
<td>20</td>
</tr>
<tr>
<td>ITF202</td>
<td>Internet Fundamentals using Netscape Navigator and Email</td>
<td>20</td>
</tr>
<tr>
<td>ITF205</td>
<td>Database Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>ITF304</td>
<td>Word Processing Operations</td>
<td>20</td>
</tr>
<tr>
<td>ITF305</td>
<td>Spreadsheet Operations</td>
<td>20</td>
</tr>
<tr>
<td>ITF309</td>
<td>Introduction to Desktop Publishing</td>
<td>20</td>
</tr>
<tr>
<td>ITF413</td>
<td>Page and Document Design Principles</td>
<td>20</td>
</tr>
<tr>
<td>NCS014</td>
<td>Speaking in Public</td>
<td>20</td>
</tr>
<tr>
<td>NGMS205</td>
<td>Managing in Ambiguity and Change</td>
<td>40</td>
</tr>
<tr>
<td>NGMS207</td>
<td>Leading and Visioning</td>
<td>40</td>
</tr>
<tr>
<td>NGMS209</td>
<td>Managing Self</td>
<td>20</td>
</tr>
<tr>
<td>NGMS215</td>
<td>Advocacy and Influence</td>
<td>20</td>
</tr>
<tr>
<td>NMRK402</td>
<td>Marketing Law</td>
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</tr>
<tr>
<td>NOS110 v2</td>
<td>Occupational Health and Safety</td>
<td>15</td>
</tr>
<tr>
<td>NOS140 v2</td>
<td>Vocational Placement</td>
<td>40</td>
</tr>
<tr>
<td>VAA165</td>
<td>Advanced Public Relations 1</td>
<td>51</td>
</tr>
<tr>
<td>VAA163</td>
<td>Advanced Public Relations 2</td>
<td>51</td>
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<td>VAA408</td>
<td>Applied Writing for Public Relations 1</td>
<td>51</td>
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<td>VAA409</td>
<td>Applied Writing for Public Relations 2</td>
<td>51</td>
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<td>VAA410</td>
<td>Applied Writing for Public Relations 3</td>
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<td>VAA411</td>
<td>Applied Writing for Public Relations 4</td>
<td>51</td>
</tr>
<tr>
<td>VAB548</td>
<td>Consumer Behaviour Concepts</td>
<td>51</td>
</tr>
<tr>
<td>VAC057</td>
<td>Editing for Public Relations</td>
<td>51</td>
</tr>
<tr>
<td>VAC724</td>
<td>Fund-raising</td>
<td>51</td>
</tr>
<tr>
<td>VAC045</td>
<td>Government Structures and Influences</td>
<td>51</td>
</tr>
<tr>
<td>VADP90</td>
<td>The Marketing Concept</td>
<td>51</td>
</tr>
<tr>
<td>VAPI76</td>
<td>Public Relations Research</td>
<td>34</td>
</tr>
<tr>
<td>VBA294</td>
<td>Research Skills 1</td>
<td>36</td>
</tr>
<tr>
<td>VBG138</td>
<td>Exhibition Management</td>
<td>30</td>
</tr>
<tr>
<td>VBJ088</td>
<td>Public Relations Industry and the Australian Media</td>
<td>40</td>
</tr>
<tr>
<td>VBJ099</td>
<td>Business and Finance for Public Relations</td>
<td>40</td>
</tr>
<tr>
<td>VBJ577</td>
<td>Introduction to Public Relations 1</td>
<td>51</td>
</tr>
<tr>
<td>VBJ578</td>
<td>Introduction to Public Relations 2</td>
<td>51</td>
</tr>
<tr>
<td>VBJ579</td>
<td>Techniques for Production</td>
<td>51</td>
</tr>
</tbody>
</table>

**Certificate IV in Business (BSB40111)**

**Career Opportunities**

Administrative.

**Course Objective**

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

**Entry Requirements**

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

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

**Course Duration**

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

**Course Structure**

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

- BSBFLM404A Lead work teams 50
- BSBMCN402A Develop work priorities 30
- BSBMCN403A Establish business networks 50
- BSBMCN404A Develop teams and individuals 30
- BSBMCN405A Analyse and present workplace information 40
- BSBMCN406A Maintain business technology 40
- BSBMCN407A Coordinate business resources 30
- BSBMCN408A Report on financial activity 30
- BSBMCN409A Promote products and services 20
- BSBMCN410A Coordinate implementation of customer service strategies 40
- BSBMCN411A Monitor a safe workplace 50
- BSBMCN412A Promote innovation and change 50
- BSBMCN413A Implement and monitor environmental policies 40

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

(i) a minimum of two units must be undertaken from a qualification at Australian Qualifications Framework Level 4; and

(ii) one unit (not previously undertaken by the student for an award at a lower level than this award) may be undertaken from a lower or higher Level than the aforesaid Level;

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

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Business (BSB50110)

Career Opportunities
Management.

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

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

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

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

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A maximum of four units may be selected from the Assessment and Workplace Training domain.
- A minimum of five units (together totalling a minimum of 125 nominal hours) to be undertaken having regard to the AQF level V units listed in the Business Services Training Package (BSB01), Australian National Training Authority, 2001;
- Three units (together totalling a minimum of 155 nominal hours) to be undertaken having regard to the units listed in –
  - The (BSB01) Business Services Training Package, Australian National Training Authority, 2001;
  - Any other relevant training package accredited by the Australian National Training Authority.
- Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

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

Certificate IV in Business Development (BSB40501)

Career Opportunities
Sales administrator or co-ordinator.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a sales administrator or co-ordinator.

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

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

Course Duration
The course may be offered on a full-time basis over 345–620 nominal hours or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of four units (together totalling a minimum of 160 nominal hours) to be undertaken from the following Business Development units –

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

Certificate IV in Business Development (BSB40501)
Diploma of Business Development (BSB50501)

Career Opportunities
Communications officer, promotions manager.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a communications officer/promotions manager in a small to medium sized business.

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

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

Course Duration
The course may be offered on a full-time basis over 380–570 nominal hours or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of five units (together totaling a minimum of 250 nominal hours) to be undertaken from the following Business Development units –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV501A</td>
<td>60</td>
<td>Develop a creative concept</td>
</tr>
<tr>
<td>BSBADV502A</td>
<td>40</td>
<td>Write a persuasive copy</td>
</tr>
<tr>
<td>BSBADV503A</td>
<td>60</td>
<td>Coordinate advertising research</td>
</tr>
<tr>
<td>BSBADV504A</td>
<td>60</td>
<td>Create advertisements</td>
</tr>
<tr>
<td>BSBADV505A</td>
<td>60</td>
<td>Evaluate and recommend ‘above the line’ media options</td>
</tr>
<tr>
<td>BSBADV506A</td>
<td>60</td>
<td>Evaluate and recommend ‘below the line’ media options</td>
</tr>
<tr>
<td>BSBADV507A</td>
<td>60</td>
<td>Develop a media plan</td>
</tr>
<tr>
<td>BSBADV508A</td>
<td>120</td>
<td>Present an advertising campaign</td>
</tr>
<tr>
<td>BSBMKG501A</td>
<td>80</td>
<td>Evaluate marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG502A</td>
<td>80</td>
<td>Establish and adjust the marketing mix</td>
</tr>
<tr>
<td>BSBMKG503A</td>
<td>50</td>
<td>Develop a marketing communications plan</td>
</tr>
<tr>
<td>BSBMKG504A</td>
<td>60</td>
<td>Implement a marketing solution</td>
</tr>
<tr>
<td>BSBMKG505A</td>
<td>40</td>
<td>Review marketing performance</td>
</tr>
</tbody>
</table>

Three units (together totaling a minimum of 130 nominal hours) to be undertaken having regard to the units listed in the Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

- Of the three units selected, at least two must be from a qualification at AQF level V and the remaining unit may be from a lower or higher level qualification.

Advanced Diploma of Business Development (BSB60401)

Career Opportunities
Communications officer, promotions manager.

Course Objective
The course aims to provide the knowledge and skills required for a person working as a senior marketing, communications or sales manager.

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

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

Course Duration
The course may be offered on a full-time basis over 450–570 nominal hours or part-time equivalent.

Course Structure
- All units selected are subject to the approval of the Head of Department.
- Units from other Training Packages must not duplicate units selected from the Business Training Package.
- All units selected must contribute to and combine to form a work outcome.
- A minimum of five units (together totaling a minimum of 280 nominal hours) to be undertaken from the following Business Development units –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV601A</td>
<td>120</td>
<td>Create an advertising brief</td>
</tr>
<tr>
<td>BSBADV602A</td>
<td>120</td>
<td>Develop an advertising campaign</td>
</tr>
<tr>
<td>BSBADV603A</td>
<td>80</td>
<td>Manage advertising production</td>
</tr>
<tr>
<td>BSBADV604A</td>
<td>80</td>
<td>Execute an advertising campaign</td>
</tr>
<tr>
<td>BSBADV605A</td>
<td>60</td>
<td>Evaluate campaign effectiveness</td>
</tr>
<tr>
<td>BSBMKG601A</td>
<td>60</td>
<td>Develop marketing strategies</td>
</tr>
<tr>
<td>BSBMKG602A</td>
<td>60</td>
<td>Develop a marketing plan</td>
</tr>
<tr>
<td>BSBMKG603A</td>
<td>50</td>
<td>Manage the marketing process</td>
</tr>
<tr>
<td>BSBMKG604A</td>
<td>50</td>
<td>Develop &amp; manage direct marketing campaigns</td>
</tr>
<tr>
<td>BSBMKG605A</td>
<td>60</td>
<td>Evaluate international marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG606A</td>
<td>60</td>
<td>Manage international marketing programs</td>
</tr>
</tbody>
</table>

Three units (together totaling a minimum of 170 nominal hours) to be undertaken having regard to the units listed in the Business Services Training Package, Australian National Training Authority, 2001 or any other relevant training package accredited by the Australian National Training Authority.

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

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Business (Sales) (BSB30301)

Career Opportunities
Salesperson in all fields.

Course Objective
The course aims to provide students with the knowledge and skills required to undertake work in the administrative and sales function in a variety of workplace environments.

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

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

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

Course Structure
The course consists of twelve units as follows –
A minimum of five units from the Sales domain listed below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLS301A</td>
<td>Develop product knowledge</td>
<td>30</td>
</tr>
<tr>
<td>BSBLS302A</td>
<td>Identify sales prospects</td>
<td>25</td>
</tr>
<tr>
<td>BSBLS303A</td>
<td>Present a sales solution</td>
<td>60</td>
</tr>
<tr>
<td>BSBLS304A</td>
<td>Secure prospect commitment</td>
<td>20</td>
</tr>
<tr>
<td>BSBLS305A</td>
<td>Support post sale activities</td>
<td>15</td>
</tr>
<tr>
<td>BSBLS306A</td>
<td>Self manage sales performance</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus a minimum of 3 units from the Common Business units listed below, including the unit BSCMN311A Maintain workplace safety.

<table>
<thead>
<tr>
<th>Code</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCMN301A</td>
<td>Exercise initiative in a business environment</td>
<td>20</td>
</tr>
<tr>
<td>BSCMN302A</td>
<td>Organise personal work priorities and development</td>
<td>40</td>
</tr>
<tr>
<td>BSBFLM303A</td>
<td>Contribute to effective workplace relationships</td>
<td>40</td>
</tr>
<tr>
<td>BSCMN304A</td>
<td>Contribute to personal skill development and learning</td>
<td>30</td>
</tr>
<tr>
<td>BSCMN305A</td>
<td>Organise workplace information</td>
<td>30</td>
</tr>
<tr>
<td>BSCMN306A</td>
<td>Produce business documents</td>
<td>80</td>
</tr>
<tr>
<td>BSCMN307A</td>
<td>Maintain business resources</td>
<td>20</td>
</tr>
<tr>
<td>BSCMN308A</td>
<td>Maintain financial records</td>
<td>60</td>
</tr>
<tr>
<td>BSCMN309A</td>
<td>Recommend products and services</td>
<td>20</td>
</tr>
<tr>
<td>BSCMN310A</td>
<td>Deliver and monitor a service to customers</td>
<td>35</td>
</tr>
<tr>
<td>BSCMN311A</td>
<td>Maintain workplace safety</td>
<td>40</td>
</tr>
<tr>
<td>BSCMN312A</td>
<td>Support innovation and change</td>
<td>40</td>
</tr>
<tr>
<td>BSCMN313A</td>
<td>Maintain environmental procedures</td>
<td>30</td>
</tr>
</tbody>
</table>

- Plus 4 units from the SB01 Business Services Training Package, Australian National Training Authority (ANTA) 2001, of which a minimum of 2 units must be from a qualification at AQF level III; a maximum 2 units may be included from a lower or higher level in this qualification, providing they have not previously been included in a qualification at a lower level.
- Units are selected with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.
- All units selected must contribute to and combine to form a work outcome.

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

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

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

Career Opportunities
Leadership.

Course Objectives
This course aims to develop the knowledge and skills of participants wishing to develop and enhance their professional practice in leadership skills.

Entry Requirements
To qualify for admission to this course applicants must have:
- a degree or diploma in a related discipline; these disciplines include, but are not limited to, business, education, teaching, or human resources;
- or experience and learning equivalent to paragraph 2(a), demonstrated by adequate evidence of:
  - professional qualifications;
  - seniority in an organisation;
  - work in teaching or training in an adult vocational setting for at least 5 years.
  - achieved the competency standards for Workplace Trainer (Category 2);
  - (c) access to a workplace or other organisation in which they can undertake the practicum.

Recognition of prior learning may be available as a means of recognising competencies, through previous informal and formal learning, or through work and life experiences.

Course Duration
This course may be offered over 1 year by means of two 1-week full-time residential programs plus a 12-month practicum.

Course Structure
This structure of the course is as follows:
- Behavioural Styles;
- Critical Incidents;
- Financial Management;
- Managing Conflict Productively;
- Managing Diversity;
- Managing Your Role;
- Multifactor Leadership Questionnaire & Transformational Leadership;
- Organisational Leadership;
- Performance Planning;
- Practicum;
- Staff Development;
- Strategic Planning and Budgeting;
- Strategic Planning;
- Supervision of Part-time Staff;
- Teaching and Learning;
- Technology and Leadership;
- Total Quality Management.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Assessment and Workplace Training (BSZ40198)

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

Career Opportunities
Training.

Course Objectives
The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:
- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

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

Recognition of prior learning may be available based on skills and knowledge already acquired from previous study, as in articulation, or from work or life experience.

Course Duration
This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure
The course consists of the following eight units:
- Plan Assessment;
- Conduct Assessment;
- Review Assessment;
- Train Small Groups;
- Plan and Promote a Training Program;
- Plan a Series of Training Sessions;
- Deliver Training Sessions;
- Review Training.

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

Western Business Enterprise Centre

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

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

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

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

Elaine Egan
Manager, Western Business Enterprise Centre

Victoria University (Security Training Division) takes pride in providing current security training competencies, to an excellent standard, in an array of fields, which could be the commencement of an enriched career, no matter which path you decide to take.

Our trainers have a multitude of skills between them and are keen to get the very best potential from their students by utilizing all relevant teaching/assessment tools/methods available.

Some of the pathways your security training can lead to are:
- Security technician
- Alarm installer
- Asset Management
- Aviation Security
- Airport Security
- Escort and Carry Protection Services
- Entry for consideration into the Close Personal Protection field
- Entry for consideration into the Private Investigations field
- Occupational First Aid/Security Guard positions
- Security Supervisors and Trainers
- Commencement of Fire Detection Training
- Security Consultancy in the Domestic, Commercial/Industrial or Corporate sectors
- Commercial/Industrial/Corporate Risk Assessment field
- Occupational Health and Safety stream
- Conflict Resolution field
- Security Guard
- Patrol Officer
- Crowd Controller
- Loss Prevention Officer
- Control Room Operator

Qualified Security operators can find work in a variety of setting including sporting, entertainment, retail and service venues, hospitality and recreational, industrial, residential and special events.

The industry is predicted to grow as increased law enforcement services are outsourced to reputable Security companies.
Certificate II in Security (Guarding)(PRS20198)

Certificate III in Security (Guarding)(PRS30198)

Career Opportunities
Refer to above list.

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

At the completion of Certificate II in Security participants will be able to apply for a provisional licence however a full licence must be obtained within twelve months. Once a provisional or full licence has lapsed training must be refreshed.

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

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

Course Duration
The Certificate II in Security (Guarding)(PRS20198) may be offered on a part-time basis over 124-230 nominal hours.

The Certificate III in Security (Guarding)(PRS30198) may be offered on a part-time basis over 174-354 nominal hours.

Course Structure
Core Modules

<table>
<thead>
<tr>
<th>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>
<tr>
<td>PRSSG18A*</td>
<td>12</td>
</tr>
<tr>
<td>PRSSG28A*</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Modules

The following Elective Modules are being offered by Victoria University. Students are expected to complete a minimum of ten elective modules in order to complete the course.

Elective Modules marked with an * are required by the Victorian Private Agents Registry for the granting of a Crowed Control and Combined Licence.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRSSG01A</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG02A*</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG03A</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG09A*</td>
<td>16</td>
</tr>
<tr>
<td>PRSSG11A</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG13A*</td>
<td>16</td>
</tr>
<tr>
<td>PRSSG19A*</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG20A</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG22A</td>
<td>10</td>
</tr>
<tr>
<td>PRSSG23A</td>
<td>8</td>
</tr>
<tr>
<td>PRSSG12A</td>
<td>16</td>
</tr>
</tbody>
</table>

PRSSG25A* Provide for the Safety of Persons 24

Courses also available separately as either the Certificate II in Security (Guarding)(PRS21096)or Certificate III in Security (Guarding)(PRS30198).

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

Certificate IV in Business (Small Business Management)(BSB40401)

Career Opportunities
Qualification in Small Business Management leads graduates to self employment or managers of small business. Then skills gained in this qualification allow people to operate as autonomous units where they are able to operate without supervision.

Course Objective
The course aims to provide participants with the practical and theoretical knowledge required to operate and manage a small business.

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

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

Course Duration
The course may be offered on a full-time basis over 355–550 nominal hours or part-time equivalent.

Course Structure

Students must complete a minimum of 10 units:
A minimum of 4 units (140–190 nominal hours) from –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFLM404A</td>
<td>50</td>
</tr>
<tr>
<td>BSBGNM402A</td>
<td>30</td>
</tr>
<tr>
<td>BSBGNM403A</td>
<td>30</td>
</tr>
<tr>
<td>BSBGNM404A</td>
<td>30</td>
</tr>
<tr>
<td>BSBGNM405A</td>
<td>40</td>
</tr>
<tr>
<td>BSBGNM406A</td>
<td>40</td>
</tr>
<tr>
<td>BSBGNM407A</td>
<td>30</td>
</tr>
<tr>
<td>BSBGNM408A</td>
<td>30</td>
</tr>
<tr>
<td>BSBGNM409A</td>
<td>20</td>
</tr>
<tr>
<td>BSBGNM410A</td>
<td>40</td>
</tr>
</tbody>
</table>

A minimum of 3 units (80–150 nominal hours) from –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBBM301A</td>
<td>30</td>
</tr>
<tr>
<td>BSBBM401A</td>
<td>30</td>
</tr>
<tr>
<td>BSBBM402A</td>
<td>40</td>
</tr>
<tr>
<td>BSBBM403A</td>
<td>40</td>
</tr>
<tr>
<td>BSBBM404A</td>
<td>60</td>
</tr>
<tr>
<td>BSBBM405A</td>
<td>40</td>
</tr>
<tr>
<td>BSBBM406A</td>
<td>50</td>
</tr>
<tr>
<td>BSBBM407A</td>
<td>40</td>
</tr>
</tbody>
</table>

A minimum of 2 units must be from a qualification at AQF level IV; one unit may be included from lower or higher levels in this qualification.
Units will be selected by the student, with the approval of the Head of Department, having regard to the relevant units listed in the BSB01 Business Services Training Package, Australian National Training Authority, 2001. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

**Certificate IV Business Facilitation (WSB57)**

**Delivery Mode**
This course is offered on a Fee for Service basis.

**Career Opportunities**
Business Development.

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

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

**Course Duration**
This course may be offered on a part time basis over one year. This is a fee for service course.

**Course Structure**
The course consists of ten modules:

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

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
The School of Engineering, Science and Industrial Skills comprises of four Departments:

**ENGINEERING TECHNOLOGY**
Including Certificates I-IV in Engineering (Mechanical), Diploma and Advanced Diploma of Engineering in Civil, Mechanical and Mechatronics.

**SCIENCE AND FOOD TECHNOLOGY**

**AUTOMOTIVE AND FABRICATION**
Including Certificate in Engineering, Certificate in Automotive Technology, Auto Body Repair, Auto Body Refinishing, Diploma and Advanced Diplomas of Engineering together with Light and Heavy stream fabrication Certificates. The Automotive and Fabrication department also offers large range of apprenticeship and traineeship courses.

**THE INDUSTRIAL SKILLS TRAINING CENTRE**
The fifty five hectare complex containing the divisions of Transport (Road Transport, Warehousing and Rail) and Building Construction. The Department offers a range of short course in Dogging, Rigging, Scaffolding, Earthmoving, Warehousing, Driver Training. The Department also delivers Certificates I-IV in Road Transport, Warehousing, Diploma of Logistics and Certificates I-III Rail Operations(Passenger, Freight & Infrastructure) and driver instruction together with Certificate III in Civil Operations (Plant). The Centre boasts a fleet of modern, well-maintained light and heavy vehicles and earthmoving equipment which are used daily for training purposes.

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

Excellent training facilities are a feature of the School's Quality Training which includes:
- the establishment of a Centre of Excellence for Automotive and Fabrication at the Newport and Melton campuses.
- the animal house development at the Werribee campus together with first class laboratory research facilities.
- the continuing upgrade of the hydraulics/pneumatics and mechatronics equipment at the Sunshine campus.
- the three-year cylindrical timeframe of replacing the plant and equipment within the Industrial Skills Department.

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

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

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

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

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

Dianne Williams
Associate Director
Head, School of Engineering, Science & Industrial Skills
Certificate II in Automotive Technology (21110VIC)

Course Objectives
This course aims to provide training for persons seeking work in the automotive industry. It may be customised to meet student career path aspirations through the selection of elective competencies and the application of learning resources specific to local business/employer work placement requirements.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

Course Duration
The course may be offered on a full-time basis over 400 nominal hours or part-time equivalent. This course can be offered on a fee for service basis.

Student Work Placement or Simulated Workplace
Student work placement is recommended to compliment workplace experience.

Course Structure
The structure of the course is as follows:

### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR00108A</td>
<td>Carry out maintenance &amp;/or component servicing operations</td>
<td>20</td>
</tr>
<tr>
<td>AUR18676A</td>
<td>Test service and replace batteries</td>
<td>15</td>
</tr>
<tr>
<td>AUR18708A</td>
<td>Carry out minor repairs to electrical circuits/systems</td>
<td>40</td>
</tr>
<tr>
<td>AUR25678B</td>
<td>Use and maintain measuring equipment</td>
<td>15</td>
</tr>
<tr>
<td>AUR37927A</td>
<td>Identify automotive parts/components/accessories</td>
<td>40</td>
</tr>
<tr>
<td>AUR51677A</td>
<td>Use numbers in the workplace</td>
<td>10</td>
</tr>
<tr>
<td>AUR51356A</td>
<td>Read in the workplace</td>
<td>10</td>
</tr>
<tr>
<td>AUR70125A</td>
<td>Follow workplace occupational health and safety procedures</td>
<td>20</td>
</tr>
<tr>
<td>AUR70278A</td>
<td>Use and maintain workplace tools and equipment</td>
<td>20</td>
</tr>
<tr>
<td>AUR70314A</td>
<td>Contribute to workplace communication</td>
<td>20</td>
</tr>
<tr>
<td>AUR70421A</td>
<td>Establish relations with customers</td>
<td>20</td>
</tr>
<tr>
<td>BSXTEC102A</td>
<td>Access and retrieve computer data</td>
<td>15</td>
</tr>
</tbody>
</table>

### Elective Units

A minimum of 155 nominal hours of electives units selected from across the following four specialisations:

- General
- Automotive Mechanical
- Automotive Vehicle Body
- Outdoor Power Equipment

Elective units are selected with the approval of the Head of Department, having regard to the specialisation units listed in the Certificate II in Automotive Technology (21110VIC), Accreditation Submission, Automotive Training Victoria, October 2000. Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Automotive Training Package Qualification Certificates I - III

Career Opportunities
These qualifications require the participant to be employed as either an apprentice or trainee under the Australian Quality Training Framework.

Course Objectives
The courses leading to qualifications described below are based upon the Automotive Industry Retail, Service and Repair (RS&R) Training Package which has been developed to meet the training and skills recognition needs of the automotive industry in Australia. All qualifications in the Training Package are based on the Automotive Industry Retail, Service and Repair (RS&R) Competency Standards. These standards focus on what is expected of people in workplaces rather than on the learning process. The standards reflect realistic workplace practices across a broad range of situations. This includes the specification of knowledge and skills and the application of that knowledge and skill in the workplace as well as the ability to transfer and apply the competency in new situations, environments and contexts.

Summary of Training Package Qualifications

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR10199</td>
<td>Cert I in Automotive (AUR10199)</td>
<td>180</td>
</tr>
<tr>
<td>AUR20199</td>
<td>Cert II in Automotive (Administration – Clinical)(AUR20199)</td>
<td>330–530</td>
</tr>
<tr>
<td>AUR21999</td>
<td>Cert II in Automotive (Sales – Auto Aftermarket)(AUR21999)</td>
<td>360–445</td>
</tr>
<tr>
<td>AUR22099</td>
<td>Cert II in Automotive (Sales – Replacement Parts &amp; Accessories)(AUR22099)</td>
<td>360–445</td>
</tr>
<tr>
<td>AUR22199</td>
<td>Cert II in Automotive (Sales – Service Station Operations)(AUR22199)</td>
<td>360–445</td>
</tr>
<tr>
<td>AUR22299</td>
<td>Cert II in Automotive (Sales – Vehicle)(AUR22299)</td>
<td>360–445</td>
</tr>
<tr>
<td>AUR22399</td>
<td>Cert II in Automotive (Sales – Warehousing)(AUR22399)</td>
<td>360–445</td>
</tr>
<tr>
<td>AUR22499</td>
<td>Cert II in Automotive (Vehicle Body – Accessory Fitting, Mechanical)(AUR22499)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22599</td>
<td>Cert II in Automotive (Vehicle Body – Detailing)(AUR22599)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22699</td>
<td>Cert II in Automotive (Vehicle Body – Dismantling)(AUR22699)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22799</td>
<td>Cert II in Automotive (Vehicle Body – Glazing)(AUR22799)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22899</td>
<td>Cert II in Automotive (Vehicle Body – Paint/Panel Preparation)(AUR22899)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR22999</td>
<td>Cert II in Automotive (Vehicle Body – Window Tinting)(AUR22999)</td>
<td>310–375</td>
</tr>
<tr>
<td>AUR23199</td>
<td>Cert II in Marine (Sales)(AUR23199)</td>
<td>360–397</td>
</tr>
<tr>
<td>AUR23299</td>
<td>Cert II in Marine (Services)(AUR23299)</td>
<td>360–397</td>
</tr>
<tr>
<td>AUR23399</td>
<td>Cert II in Outdoor Power Equipment (Services)(AUR23399)</td>
<td>465</td>
</tr>
<tr>
<td>AUR23499</td>
<td>Cert II in Outdoor Power Equipment (Sales)(AUR23499)</td>
<td>378</td>
</tr>
<tr>
<td>AUR20799</td>
<td>Cert II in Automotive (Mechanical – Air Conditioning)(AUR20799)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR20899</td>
<td>Cert II in Automotive (Mechanical – Cylinder Head Reconditioning)(AUR20899)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR20999</td>
<td>Cert II in Automotive (Mechanical – Driveline)(AUR20999)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21099</td>
<td>Cert II in Automotive (Mechanical – Exhaust Fitting &amp; Repair)(AUR21099)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21299</td>
<td>Cert II in Automotive (Mechanical – Radiator Repairs)(AUR21299)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21399</td>
<td>Cert II in Automotive (Mechanical – Steering &amp; Suspension)(AUR21399)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21599</td>
<td>Cert II in Automotive (Mechanical – Tyre Fitting &amp; Repair Light)(AUR21599)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21699</td>
<td>Cert II in Automotive (Mechanical – Underbody)(AUR21699)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21799</td>
<td>Cert II in Automotive (Mechanical – Vehicle Servicing)(AUR21799)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21899</td>
<td>Cert II in Automotive (Mechanical – Wheel Alignment)(AUR21899)</td>
<td>280–650</td>
</tr>
<tr>
<td>AUR21999</td>
<td>Cert II in Automotive (Sales – Warehousing)(AUR21999)</td>
<td>270–610</td>
</tr>
<tr>
<td>AUR23199</td>
<td>Cert III in Automotive (Sales – Parts Interpreting)(AUR23199)</td>
<td>765–990</td>
</tr>
<tr>
<td>AUR31299</td>
<td>Cert III in Automotive (Sales – Vehicle)(AUR31299)</td>
<td>765–990</td>
</tr>
<tr>
<td>AUR31499</td>
<td>Cert III in Automotive (Sales – Vehicle)(AUR31499)</td>
<td>270–610</td>
</tr>
<tr>
<td>AUR31699</td>
<td>Cert III in Automotive (Vehicle Body – Panel Beating)(AUR31699)</td>
<td>765–990</td>
</tr>
<tr>
<td>AUR31799</td>
<td>Cert III in Automotive (Vehicle Body – Trimming)(AUR31799)</td>
<td>765–990</td>
</tr>
<tr>
<td>AUR31899</td>
<td>Cert III in Automotive (Vehicle Body – Vehicle Painting)(AUR31899)</td>
<td>765–990</td>
</tr>
<tr>
<td>AUR30299</td>
<td>Cert III in Automotive (Mechanical – Automatic Transmission)(AUR30299)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30399</td>
<td>Cert III in Automotive (Mechanical – Brakes)(AUR30399)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30499</td>
<td>Cert III in Automotive (Mechanical – Diesel Fitter)(AUR30499)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30599</td>
<td>Cert III in Automotive (Mechanical – Diesel Fuel Specialist)(AUR30599)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30699</td>
<td>Cert III in Automotive (Mechanical – Driveline)(AUR30699)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30799</td>
<td>Cert III in Automotive (Mechanical – Engine Reconditioning)(AUR30799)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR30899</td>
<td>Cert III in Automotive (Mechanical – Heavy Vehicle Road Transport)(AUR30899)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR31099</td>
<td>Cert III in Automotive (Mechanical – Light Vehicle)(AUR31099)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR31199</td>
<td>Cert III in Automotive (Mechanical – Motor Cycle)(AUR31199)</td>
<td>520–1237</td>
</tr>
<tr>
<td>AUR31299</td>
<td>Cert III in Automotive (Mechanical – Natural Gas Vehicle ‘NGV’ Installer)(AUR31299)</td>
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</tr>
<tr>
<td>AUR32499</td>
<td>Cert III in Outdoor Power Equipment (Mechanics)(AUR32499)</td>
<td>640–922</td>
</tr>
<tr>
<td>AUR32599</td>
<td>Cert III in Outdoor Power Equipment (Sales)(AUR32599)</td>
<td>640–922</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. This course can be offered on a fee for service basis.

Course Structure
The competency standards have been packaged to provide common core units, occupational stream specific units and a choice of elective units. The qualification level reflects the level of responsibility, complexity and autonomy of the occupational position.
Within Certificates II and III, there is a variation in the number of standards that make up a certificate. This is justified on the grounds of the skills and knowledge required in each occupational group and the context of delivery to meet the needs of the occupation. The application of the standards, especially under the heading of bicycles, marine and outdoor power equipment provides the context for the qualification even though the individual competency titles may be the same.

The industry has defined more flexible models for qualifications from Certificate IV to Diploma to meet the need for a post-trade, technical, specialist qualification as well as a broadly based, technical/administrative/sales qualification.

**Core Units**

Industry selected four compulsory common core units which underpin all training. The following four core units are listed for all RS&R qualifications from Certificate I to Certificate III:

<table>
<thead>
<tr>
<th>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>

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

**Elective Units**

Elective units form part of the qualification to provide for enterprise-specific needs, trainee interests and flexibility. Elective units may be chosen from any units contained within the endorsed automotive training package RS&R or any other nationally endorsed training package. Elective choice rests with the enterprise, trainee and university but would generally be allied to the needs of the enterprise, ensuring that breadth, depth and complexity maintains a degree of consistency with the qualification level.

At the Certificate III qualification level, the packaging model allows for the selection of three (3) units where the number of occupational specific units is less than sixteen (16) and six elective units when the occupational specified number is sixteen (16) or more.

**Certificate I in Automotive(AUR10199)**

**Career Opportunities**

Automotive industry.

**Course Objectives**

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

**Course Structure**

The structure of the course is as follows -

<table>
<thead>
<tr>
<th>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>

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

**Certificate II in Automotive (Administration - Clerical)(AUR20199)**

**Career Opportunities**

Automotive Retail and Repair

**Course Objectives**

This course aims to provide training for persons working in the clerical administrative sector of the automotive industry.

**Course Streams**

The following streams are available in the Certificate II in Automotive (Administration – Clerical)(AUR20199)

**Certificate II in Automotive (Mechanical)(AUR20799 - AUR21899)**

**Career Opportunities**

Automotive Industry

**Course Objectives**

This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

**Course Streams**

The following streams are available in the Certificate II in Automotive (Mechanical)(AUR2077-AUR21899):

- Air Conditioning
- Cylinder Head Reconditioning
- Driveline
- Exhaust Fitting and Repair
- Radiator Repair
- Steering & Suspension
- Tyre Fitting & Repair Light
- Underbody
- Vehicle Servicing
- Wheel Alignment
Certificate II in Automotive (Vehicle Body)(AUR22499 - AUR22999)

Career Opportunities
Panel Beating Industry.

Course Objectives
This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Automotive (Vehicle Body)(AUR22499-AUR22999):
- Accessory Fitting “Mechanical”
- Detailing
- Dismantling
- Glazing
- Paint/Panel Preparation
- Window Tinting

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Marine(AUR23199 - AUR23299)

Career Opportunities
Marine Leisure Industry.

Course Objectives
This course aims to provide training for persons working in the marine sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Marine(AUR23199-AUR23299):
- Sales
- Services

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Automotive Sales(AUR21999 - AUR22399)

Career Opportunities
Automotive Industry.

Course Objectives
This course aims to provide training for persons working in the sales sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate II in Automotive Sales(AUR21999-AUR22399):
- Automotive Aftermarket
- Replacement Parts & Accessories
- Service Station Operations
- Vehicle
- Warehousing

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Bicycles (Services)(AUR23099)

Career Opportunities
Bicycle Repair

Course Objectives
This course aims to provide training for persons working in the bicycle service sector of the automotive industry.

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate II in Outdoor Power Equipment (Services)(AUR23399)

Career Opportunities
Outdoor power equipment service Industry.

Course Objectives
This course aims to provide training for persons working in the outdoor power equipment service sector of the automotive industry.

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.
Certificate III in Automotive Sales (AUR31399 - AUR31499)

Career Opportunities
Automotive Retailer

Course Objectives
This course aims to provide training for persons working in the sales sectors of the automotive industry.

Course Streams
The following stream is offered from the Certificate III in Automotive Sales (AUR31399-AUR31499):
- Parts Interpreting
- Vehicle

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Vehicle Body (AUR31699-AUR31899)

Career Opportunities
Automotive Body Repair

Course Objectives
This course aims to provide training for persons working in the vehicle body sectors of the automotive industry.

Course Streams
The following streams are available in the Certificate III in Automotive Vehicle Body (AUR31699-AUR31899):
- Panel Beating
- Trimming
- Vehicle Painting

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Automotive Mechanical (AUR30299 - AUR31299)

Career Opportunities
Motor Mechanics

Course Objectives
This course aims to provide training for persons working in the mechanical sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate III in Automotive Mechanical (AUR30299-AUR31299):
- Automatic Transmission
- Brakes
- Diesel Fitter
- Diesel Fuel Specialist
- Driveline
- Heavy Vehicle Road Transport
- Light Vehicle
- Motor Cycle
- Natural Gas Vehicle “NGV” Installer

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate III in Outdoor Power Equipment (AUR32499 - AUR32599)

Career Opportunities
Horticulture Mechanical Retail Services

Course Objectives
This course aims to provide training for persons working in the Outdoor Power Equipment sectors of the automotive industry.

Course Streams
The following streams are offered from the Certificate III in Outdoor Power Equipment (AUR32499-AUR32599):
- Sales
- Mechanics

Course Structure
- Core Units – as listed above.
- Compulsory Stream Units – Students must complete all compulsory stream units from their chosen stream, with approval by the Head of Department.
- Elective Units – Students are to complete three elective units in consultation with his/her employer, and with approval of the Head of Department from the relevant RS&R competency standards.

Certificate IV in Automotive (AUR40199)

Career Opportunities
Automotive Industry.

Course Objective
The course aims to provide training for persons working at a technical level or in the business/management area of the automotive industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Applicants who have obtained the award of Certificate III in Automotive (AUR30299-AUR31899) or equivalent may be granted entry to the course with advanced standing. Applicants who want to specialise in automotive technical streams in the course must have previously achieved automotive technical or equivalent competency at AQF III level.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over 432-1135 nominal hours or part-time equivalent.

Course Structure
Core Units
Eight units from any of the following streams –
• Customer Service
• Staff Development
• Technical Application
• Quality Control
• Work Organisation
• Business Operations
selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant National Training Package AUR99 (published September 1999).

Elective Units
Eight units selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the list of relevant units in the relevant National Training Package AUR99 (published September 1999).

Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC)

Career Opportunities
Engineering Industry.

Course Objective
The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C2b and Principal Technical Officer. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Entry Requirements
To qualify for admission to the course, applicants must:
• have successfully completed year 11;
• have successfully completed the Certificate III in Engineering (Production Systems) (MEM30198);
• have successfully completed the Certificate III in Engineering (Mechanical Trade) (MEM30298);
• have successfully completed the Certificate III in Engineering (Fabrication Trade) (MEM30398);
• have successfully completed the Certificate III in Engineering (Technician) (MEM30598);
• have industrial training/experience; or
• be of mature age and demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

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

Course Duration
The course may be offered on a full-time basis over 1800 nominal hours or part-time equivalent.

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

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

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

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

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

Certificates in Engineering (Fabrication)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM10198 (F)</td>
<td>Certificate I in Engineering (MEM10198)</td>
</tr>
<tr>
<td>MEM20198 (F)</td>
<td>Certificate II in Engineering Production (Level 1) (MEM20198)</td>
</tr>
<tr>
<td>MEM20298 (F)</td>
<td>Certificate II in Engineering Production Technology (Level 2) (MEM20298)</td>
</tr>
<tr>
<td>MEM30198 (F)</td>
<td>Certificate III in Engineering Production Systems (Level 3) (MEM30198)</td>
</tr>
<tr>
<td>MEM30398 (F)</td>
<td>Certificate III in Engineering Fabrication (MEM30398)</td>
</tr>
<tr>
<td>MEM30598 (F)</td>
<td>Certificate III in Engineering Technician Level 3 (MEM30598)</td>
</tr>
<tr>
<td>MEM40198 (F)</td>
<td>Certificate IV in Engineering (MEM40198)</td>
</tr>
<tr>
<td>MEM50198 (F)</td>
<td>Diploma in Engineering (MEM50198)</td>
</tr>
</tbody>
</table>

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:

1. **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.

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

3. **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>Minimum points required</th>
<th>Industrial 'C' level outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I in Engineering (MEM10198)</td>
<td>16</td>
</tr>
<tr>
<td>Certificate II in Engineering – Production (MEM20198)</td>
<td>32</td>
</tr>
<tr>
<td>Certificate II in Engineering – Production (MEM20298)</td>
<td>64</td>
</tr>
<tr>
<td>Certificate III in Engineering – Production Systems (MEM30198)</td>
<td>96</td>
</tr>
<tr>
<td>Certificate III in Engineering – Mechanical Trade (MEM30298)</td>
<td>96</td>
</tr>
<tr>
<td>Certificate III in Engineering – Fabrication Trade (MEM30398)</td>
<td>96</td>
</tr>
<tr>
<td>Certificate III in Engineering – Electrical/ Electronic Trade (MEM30498)</td>
<td>96</td>
</tr>
<tr>
<td>Certificate III in Engineering – Technician (MEM30598)</td>
<td>Year 12 + 40</td>
</tr>
<tr>
<td>Certificate IV in Engineering – Higher Engineering Trade (MEM40198)</td>
<td>132</td>
</tr>
<tr>
<td>Diploma in Engineering (MEM50198)</td>
<td>Year 12 + 804</td>
</tr>
<tr>
<td>Advanced Diploma in Engineering*</td>
<td>AQF III + 605</td>
</tr>
</tbody>
</table>

(*proposed – to be finalised)

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

- MEM1.1FA Undertake Interactive Work Place Communication
- MEM1.2FA Apply Principles of OH&S in Work Environment
- MEM1.3FA Apply Quality Procedures
- MEM1.4FA Plan to Undertake a Routine Task
- MEM2.1C12A Apply Quality Systems
- MEM2.2C11A Organise and Analyse Information
- MEM2.3C11B Operate in a Work Based Team Environment
- MEM2.4C11A Assist in the Provision of on-the-job training
- MEM2.5C11A Measure with Graduated Devices
- MEM2.6C10A Plan a Complete Activity
- MEM2.7C10A Perform Communications Basic
- MEM2.8C10A Perform Computations
- MEM2.9C10A Perform Computer Operations
- MEM2.10C5A Write Reports
- MEM2.13C5A Perform Mathematical Computations
- MEM3.1AA Manual Production Assembly
- MEM3.2AA Precision Assembly
- MEM3.5AA Manual Soldering/Desoldering – electrical/electronic components
- MEM3.3AA Soft Soldering (Basic)
- MEM3.4AB Perform Routine FGW
- MEM3.5AA Carry Out Mechanical Cutting
- MEM3.6AA Perform Brazing and/or Silver-Soldering
- MEM3.7AB Manual Heating and Thermal Cutting
- MEM3.8AB Advanced Manual Thermal Cutting, Gouging, Shaping
- MEM3.9AB Automated Thermal Cutting
- MEM5.10AA Undertake Fabrication, Forming, Bending and Shaping
- MEM5.11AA Assemble Fabricated Components
- MEM5.12AB Perform Manual Metal Arc Welding (MMAW)
- MEM5.13AB Perform Manual Production Welding
- MEM5.14AB Monitor Quality of Production
- MEM5.15AB Weld Using MMAW Process
- MEM5.16AB Perform Advanced Welding Using MMAW Process
- MEM5.17AB Weld Using GMW Process
- MEM5.18AB Perform Advanced Welding Using GMW Process
- MEM5.19AB Weld Using GTAW Process
MEM5.20AB  Perform Advanced Welding Using GTAW Process  8
MEM5.21A   Weld Using FGW  6
MEM5.22AB  Perform Advanced Welding Using OAW Process  8
MEM5.23AB  Weld Using SW Process  6
MEM5.24AB  Perform Welding Supervision  12
MEM5.25BB  Perform Welding/Fabrication Inspection  12
MEM5.26AA  Apply Welding Principles  4
MEM5.36AB  Repair/Replace/Modify Fabrications  4
MEM5.37AA  Geometric Developments  6
MEM5.38AA  Advanced Geometric Development - Cylindrical/Rectangular  2
MEM 5.39AA  Advanced Geometric Development –Conical  2
MEM 5.40AA  Advanced Geometric Development –Transitions  4
MEM 5.41AA  Weld Using Powder Flame Spraying  4
MEM 6.3AB  Carry Out Heat Treatment  6
MEM 6.4AA  Select Heat Treatment Process and Test Finished Product  6
MEM 6.7AA  Perform Basic Incidental Heat/Quenching/Tempering & Annealing  2
MEM 9.1AA  Draw and Interpret Sketch  2
MEM 9.2AA  Interpret Technical Drawing  4
MEM 9.3AA  Prepare Basic Engineering Drawing  9
MEM 9.5AA  Basic Engineering Detail Drafting  8
MEM 9.68A  Advanced Engineering Detail Drafting  4
MEM 9.7BA  Advanced Mechanical Detail Drafting  4
MEM 9.88A  Advanced Structural Detail Drafting  4
MEM 9.91AA  Apply Basic Engineering Design Concepts  6
MEM 10.1A  Erect Structures  4
MEM 10.6AA  Install Machine/Plant  4
MEM 10.10AA Install Pipe-Work and Pipe-Work Assemblies  4
MEM 11.4AA  Undertake Dogging/Chute Chasing  4
MEM 11.11AA Manual Handling  2
MEM 12.1AA  Use Comparison and Basic Measuring Devices  2
MEM 12.6AA  Mark/Off/Out (General Engineering)  4
MEM 12.7AA  Mark/Off/Out Structural Fabrication and Shapes  4
MEM 13.1AA  Perform Emergency First Aid  1
MEM 13.2AA  Undertake OH&S Activities in the Workplace  2
MEM 13.3AA  Work Safely with Industrial Chemicals & Materials  3
MEM 14.1BA  Schedule Material Deliveries  8
MEM 14.2BA  Basic Process Planning  8
MEM 14.3BA  Undertake Basic Production Planning  8
MEM 15.1AA  Perform Inspection (Basic)  2
MEM 15.2AA  Perform Inspection (Advanced)  4
MEM 15.10BA  Perform Laboratory Procedures  8
MEM 17.1AA  Assist in Development and Deliver Training in the workplace  2
MEM 17.2AA  Conduct Workplace Assessments  2
MEM 18.1BA  Use Hand Tool  2
MEM 18.2AA  Use Power Tools/Hand Held Operations  2
MEM 18.3AB  Use Tools For Precision Work  4

**Welding Certificates**

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF65</td>
<td>Welding Certificate 1/IE</td>
<td>60</td>
</tr>
<tr>
<td>NF66</td>
<td>Welding Certificate 2</td>
<td>60</td>
</tr>
<tr>
<td>NF67</td>
<td>Welding Certificate 3/3E</td>
<td>60</td>
</tr>
<tr>
<td>NF68</td>
<td>Welding Certificate 4</td>
<td>60</td>
</tr>
<tr>
<td>NF69</td>
<td>Welding Certificate 5</td>
<td>60</td>
</tr>
<tr>
<td>NF70</td>
<td>Welding Certificate 6</td>
<td>60</td>
</tr>
<tr>
<td>NF71</td>
<td>Welding Certificate 7</td>
<td>60</td>
</tr>
<tr>
<td>NF72</td>
<td>Welding Certificate 8G</td>
<td>60</td>
</tr>
<tr>
<td>NF73</td>
<td>Welding Certificate 9</td>
<td>60</td>
</tr>
<tr>
<td>NF74</td>
<td>Welding Certificate 8 Flux Cored</td>
<td>60</td>
</tr>
<tr>
<td>SUPER</td>
<td>Welding Supervision</td>
<td>240</td>
</tr>
<tr>
<td>SUPER</td>
<td>Welding Inspection</td>
<td>240</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Specialisation Units describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into ‘bands’, with some overlap between them. Band B skills are more difficult than Band A skills. Some Specialisation units are regarded both Band A and Band B units.

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

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

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

Certificate I in Engineering (MEM10198F)

Course Structure

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

Foundation Competency Units

<table>
<thead>
<tr>
<th>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>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4A</td>
<td>Perform routine oxyacetylene welding (fuel gas welding)</td>
</tr>
<tr>
<td>MEM5.6A</td>
<td>Perform brazing &amp;/or silver soldering</td>
</tr>
<tr>
<td>MEM5.7A</td>
<td>Manual heating, thermal cutting &amp; gouging</td>
</tr>
<tr>
<td>MEM5.21A</td>
<td>Weld using oxyacetylene welding process (OAW) fuel gas welding</td>
</tr>
<tr>
<td>MEM13.3A</td>
<td>Work safely with industrial chemicals &amp; materials</td>
</tr>
</tbody>
</table>

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

Certificate II in Engineering-Production (MEM20198F)

Course Structure

Participants must complete all Foundation units plus 20 points in units drawn from Specialisation band A as listed below.

Foundation Competency Units

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

Core Units Band 1

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

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM5.4AB</td>
<td>Perform routine oxyacetylene welding (fuel gas welding)</td>
</tr>
<tr>
<td>MEM5.6AA</td>
<td>Perform brazing/silver soldering</td>
</tr>
</tbody>
</table>

Certificate III in Engineering-Production Systems (MEM30198F)

Course Structure

Participants must complete all Foundation units plus 20 points of required band A Core units for C12, plus 40 points in units drawn from the ‘Production’ stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units).

Foundation Competency Units

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

Core Units Band 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM2.4C11</td>
<td>Assist in the provision of on-the-job training</td>
</tr>
<tr>
<td>MEM2.6C10</td>
<td>Plan a complete activity</td>
</tr>
<tr>
<td>MEM2.8C10</td>
<td>Perform computations</td>
</tr>
<tr>
<td>MEM2.9C10</td>
<td>Perform computer operations</td>
</tr>
</tbody>
</table>
Elective Units
MEM5.18AB Perform advanced welding using gas metal arc welding process (GMAW) 8
MEM5.22AB Perform advanced welding using oxyacetylene welding process (OAW) 8
MEM5.23AB Weld using submerged arc welding process 6
Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Engineering– Fabrication Trade (MEM30398) [Light & Heavy]

Course Structure
Participants must complete all foundation units plus 20 of band 1 Core units required for C10, plus 40 points in units drawn from the ‘Electrical/Electronic’ stream Specialisation band A units, plus 36 points in units drawn from Specialisation band A units (including dual band A/band B units)

Foundation Competency Units

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

Note: that Foundation units do not carry unit weight points

Core Band 1 Units
MEM2.1C12 Apply quality systems 2
MEM2.2C11 Organise & Analyse Information 2
MEM2.3C11 Operate in a Work Based Team Environment 2
MEM2.4C11 Assist in the provision of On-the-Job Training 2
MEM2.5C11 Measure with Graduated Devices 2
MEM2.6C10 Plan a Complete Activity 4
MEM2.7C10 Perform Computations–Basic 2
MEM2.8C10 Perform Computations 2
MEM2.9C10 Perform Computer Operations 2
MEM2.13C5A Perform Mathematical Computations 4
MEM13.3AA Work safely with industrial chemicals & materials 2

Elective Units
MEM5.4AB Perform routine oxyacetylene welding (fuel gas welding) 2
MEM5.5AA Carry out mechanical cutting 2
MEM5.7AB Manual heating and thermal cutting 2
MEM5.10AA Undertake fabrication, forming, bending & shaping 8
MEM5.11AB Assemble fabricated components 8
MEM5.15AB Weld using manual metal arc welding process (MMAW) 6
MEM5.17AB Weld using gas tungsten arc welding process (GTAW) 6
MEM5.19AB Weld using gas tungsten arc welding process (GMAW) 6
MEM5.37AA Geometric development 6
MEM5.38AA Advanced geometric development–Cylindrical/Rectangular 2
MEM5.39AA Advanced geometric development–Conical 2
MEM5.40AA Advanced geometric development–Transition 4

Drawing, Drafting & Design

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM9.1AA</td>
<td>Draw &amp; interpret sketch</td>
<td>2</td>
</tr>
<tr>
<td>MEM9.2AA</td>
<td>Interpret technical drawing</td>
<td>4</td>
</tr>
</tbody>
</table>

Materials Handling

Elective Units
MEM11.11AA Manual handling 2

Measurement

Elective Units
MEM12.7AA Mark off/out structural fabrics & shapes 4

Mechanical

Elective Units
MEM18.1AB Use hand tools 2
MEM18.2AA Use power tools/hand held operations 2

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

Certificate IV in Engineering Technology (20018VICF)

Career Opportunities
Further training.

Course Objective
The aim of each is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the awarded certificate. The skills gained would allow tradespersons to operate at a higher level of competency in their preferred area of expertise.

Entry Requirements
Completion of an approved trade training program.

Course Duration
This program is approved on a part-time basis Duration various depending on the number of units undertaken each year (nominal 360 hours)

Course Structure
Participants must complete all foundation units plus 20 of band 1 Core units required for C10, plus 112 points in units drawn from the Specialisation band A units and/or band B units (including dual band A/band B units) and/or band 2 Core units (minimum 12 points from band B/band 2 Core)

or
Completion of units to meet the requirements of a Certificate III in Engineering–Fabrication Trade, plus 36 points in units drawn from Specialisation band A and/or band B units (including dual band A/band B units) and/or band 2 Core units (maximum 24 points from band A).

Foundation Competency Units

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

Note: that Foundation units do not carry unit weight points

Elective Units
MEM5.24BA Perform welding supervision 12
MEM5.25BB Perform welding/fabrication inspection 12
MEM5.26AA Apply welding principles 4
MEM9.3AA Prepare basic engineering drawing 8

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Advanced Diploma of Engineering Technology (20020VICF) [Fabrication/Welding Supervision, Inspection] incorporating -

Diploma of Engineering Technology (20019VICF) [Fabrication/Welding]

Career Opportunities
Engineering Industry.

Course Objective
The Advanced Diploma of Engineering Technology (20020VICF) [Fabrication/Welding Supervision, Inspection] provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineering Associates are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements
VCE with passes in English (Units 3 and 4), Mathematics (Units 1 and 2 or 3 and 4), Physics (Units 1 and 2 or 3 and 4) OR completion of Diploma of Engineering OR Engineering Technology Production Certificate OR Industrial training/experience OR mature age entry.

Course Duration
Full-time: Two years (or 1 year after completion of Diploma)
Part time: Dependent on the number of modules undertaken each year. Diploma 800 hours/Advanced Diploma (Stages 1and 2) 1200 hours.

Course Structure
Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules.

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Weight Points</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>EA081</td>
<td>Maintenance Processes 4</td>
</tr>
<tr>
<td>EA082</td>
<td>Maintenance Systems 4</td>
</tr>
<tr>
<td>EA083</td>
<td>Preventative Maintenance 2</td>
</tr>
<tr>
<td>EA084</td>
<td>Supervision of Materials Handling System 4</td>
</tr>
<tr>
<td>EA086</td>
<td>Liquid Penetrant 4</td>
</tr>
<tr>
<td>EA087</td>
<td>Magnetic Particle 8</td>
</tr>
<tr>
<td>EA088</td>
<td>Non-Destructive Testing Methods 6</td>
</tr>
<tr>
<td>EA089</td>
<td>Penetrant Testing 6</td>
</tr>
<tr>
<td>EA100</td>
<td>Radiographic Testing 1</td>
</tr>
<tr>
<td>EA101</td>
<td>Radiographic Testing Methods 4</td>
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<tr>
<td>EA102</td>
<td>Radiography &amp; Radiation Safety 4</td>
</tr>
<tr>
<td>EA103</td>
<td>Ultrasonic Testing 1</td>
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<tr>
<td>EA104</td>
<td>Ultrasonic Testing Methods 4</td>
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<tr>
<td>EA105</td>
<td>Non Destructive Testing 4</td>
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<tr>
<td>EA106</td>
<td>Engineering Drawing (Detail) 4</td>
</tr>
<tr>
<td>EA107</td>
<td>Engineering (Development &amp; Pipework) 4</td>
</tr>
<tr>
<td>EA108</td>
<td>Engineering Drawing (Structural) 4</td>
</tr>
<tr>
<td>EA109</td>
<td>Workshop Practice 4</td>
</tr>
<tr>
<td>EA110</td>
<td>Introduction to Strength of Materials 4</td>
</tr>
<tr>
<td>EA111</td>
<td>Drafting Steel Work 4</td>
</tr>
<tr>
<td>EA112</td>
<td>Radiographic Interpretation 2</td>
</tr>
<tr>
<td>EA113</td>
<td>Weld Inspection Practices 6</td>
</tr>
<tr>
<td>EA114</td>
<td>Weld Procedure Development 2</td>
</tr>
<tr>
<td>EA115</td>
<td>Weld Processes &amp; Economics 2</td>
</tr>
<tr>
<td>EA116</td>
<td>Boilers &amp; Pressure Vessel Codes 4</td>
</tr>
<tr>
<td>EA117</td>
<td>Welding Technology 1 4</td>
</tr>
<tr>
<td>EA118</td>
<td>Fabrication D–(Structural Steel) 4</td>
</tr>
<tr>
<td>EA119</td>
<td>Weld Testing &amp; Inspection 4</td>
</tr>
<tr>
<td>EA120</td>
<td>Developing Instructional Materials 4</td>
</tr>
<tr>
<td>EA121</td>
<td>Advanced Quality Concepts 4</td>
</tr>
<tr>
<td>ED031</td>
<td>Quality Management 4</td>
</tr>
<tr>
<td>ED046</td>
<td>Research Project A 4</td>
</tr>
<tr>
<td>EB041</td>
<td>Quality-Manual Development Writing 4</td>
</tr>
<tr>
<td>EB050</td>
<td>Engineering Projects 8</td>
</tr>
<tr>
<td>EB070</td>
<td>Engineering Management 4</td>
</tr>
<tr>
<td>EB071</td>
<td>Project Management 4</td>
</tr>
<tr>
<td>EB076</td>
<td>Introduction Environment Management 6</td>
</tr>
<tr>
<td>EB078</td>
<td>Improving Workplace Performance 6</td>
</tr>
<tr>
<td>EB504</td>
<td>Material Handling System Designs 1 4</td>
</tr>
<tr>
<td>EB650</td>
<td>Materials for Engineering 4</td>
</tr>
<tr>
<td>EB676</td>
<td>Metal Joining Processes 2</td>
</tr>
<tr>
<td>EB712</td>
<td>Plant Layout 4</td>
</tr>
<tr>
<td>EB833</td>
<td>Advanced Joining Techniques 4</td>
</tr>
<tr>
<td>EB834</td>
<td>Welded Joint Design 4</td>
</tr>
<tr>
<td>EB836</td>
<td>Welding Technology 2 4</td>
</tr>
<tr>
<td>ED015</td>
<td>Flexible Manufacturing Systems (FMS) Designs 8</td>
</tr>
<tr>
<td>ED016</td>
<td>Interchangeable Manufacturing Technology 8</td>
</tr>
<tr>
<td>ED023</td>
<td>History &amp; Impact of Technological Change 4</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
The Industrial Skills Training Centre offers the following services:
• Assessments are available and a consulting service for its wide range of courses.
• Warehousing industries. Recognition of Prior Learning (RPL) competency training, and training for the Transport and Logistics industry are consistent with the National Competency Standards for workplace education.
• The Centre provides Assessor Training on-site, or on-campus using the Centre's equipment.
• The Centre is the largest provider of Victorian Workcover training and testing. The Centre's Driver Education Unit's driver training courses range from pre-learners to heavy vehicle training and license assessment. The Unit also provides specialised courses to suit clients' specific needs. The Unit has VicRoads' quality assurance certification and is an accredited VicRoads' service provider of heavy vehicle license training and testing.
• The Centre is the largest provider of Victorian Workcover Authority (VWA) Certificate Assessments. Assessments are conducted to VWA guidelines using National Competency Standards and Instruments of Assessment and can be conducted on-site, or on-campus using the Centre's equipment.
• The Industrial Skills Training Centre provides Assessor Training consistent with the National Competency Standards for workplace competency training, and training for the Transport and Warehousing industries. Recognition of Prior Learning (RPL) Assessments are available and a consulting service for its wide range of courses.
• The Industrial Skills Training Centre offers the following services:
  • Flexible Training
  • Delivery tailored to industry needs
  • Delivered at the Centre or on-site using Industry or the Centre's equipment
  • Self-paced delivery options
  • Basic, refresher or advanced training
  • Modern Equipment
  • Extensive range of training equipment
  • Industry relevant
  • Undercover training areas
  • Up-to-Date Courses
  • Training based on nationally endorsed competencies
  • Training and assessment combined
  • Skilled trainers
  • Accredited Skills Assessors
  • Qualified instructors with extensive industry experience
  • Courses designed and developed for Industry needs
  • Existing courses customised
  • Assessment services
  • Qualification cards for earthmoving operators
  • Workcover National Certificates of Competence
  • VicRoads Heavy Vehicle license Assessment
  • General assessment of operators in the workplace
  • Consultancy services
  • Training needs analysis
  • Addressing problems in the workplace
  • Equipment operation safety advice
  • Workcover licensing advice
  • On-site delivery
  • Training as part of a construction project

All courses in this section are subject to change. Applicants should contact the Industrial Skills Training Centre to verify course details.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC30198</td>
<td>Certificate III in Civil Construction (Plant)(BCC30198)</td>
</tr>
<tr>
<td>BCG31398</td>
<td>Certificate III in General Construction(BCG31398)</td>
</tr>
<tr>
<td>TDT10197</td>
<td>Certificate I in Transport and Distribution (Warehouse)(TDT10197)</td>
</tr>
<tr>
<td>TDT20197</td>
<td>Certificate II in Transport and Distribution (Warehouse)(TDT20197)</td>
</tr>
<tr>
<td>TDT30197</td>
<td>Certificate III in Transport and Distribution (Warehouse)(TDT30197)</td>
</tr>
<tr>
<td>TDT40197</td>
<td>Certificate IV in Transport and Distribution (Warehouse)(TDT40197)</td>
</tr>
<tr>
<td>TDT10297</td>
<td>Certificate I in Transport and Distribution (Road Transport)(TDT10297)</td>
</tr>
<tr>
<td>TDT20297</td>
<td>Certificate II in Transport and Distribution (Road Transport)(TDT20297)</td>
</tr>
<tr>
<td>TDT30297</td>
<td>Certificate III in Transport and Distribution (Road Transport)(TDT30297)</td>
</tr>
<tr>
<td>TDT40297</td>
<td>Certificate IV in Transport and Distribution (Road Transport)(TDT40297)</td>
</tr>
<tr>
<td>TDT51098</td>
<td>Diploma of Transport and Distribution (Logistics)(TDT51098)</td>
</tr>
<tr>
<td>TDT61098</td>
<td>Advanced Diploma of Transport and Distribution (Logistics)(TDT61098)</td>
</tr>
<tr>
<td>TDT30998</td>
<td>Certificate III in Transport and Distribution (Mobile Crane Operations)(TDT30998)</td>
</tr>
<tr>
<td>TDT40998</td>
<td>Certificate IV in Transport and Distribution (Mobile Crane Operations)(TDT40998)</td>
</tr>
<tr>
<td>2311AEA</td>
<td>Certificate III in Road Transport (Motor Vehicle Driving Instructor)(2311AEA)</td>
</tr>
<tr>
<td>TDT10598</td>
<td>Certificate I in Transport and Distribution (Rail Passenger Services)(TDT10598)</td>
</tr>
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<td>TDT20598</td>
<td>Certificate II in Transport and Distribution (Rail Passenger Services)(TDT20598)</td>
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<td>Certificate III in Transport and Distribution (Rail Passenger Services)(TDT30598)</td>
</tr>
<tr>
<td>TDT40498</td>
<td>Certificate I in Transport and Distribution (Rail Operations)(TDT40498)</td>
</tr>
<tr>
<td>TDT20498</td>
<td>Certificate II in Transport and Distribution (Rail Operations)(TDT20498)</td>
</tr>
<tr>
<td>TDT30498</td>
<td>Certificate III in Transport and Distribution (Rail Operations)(TDT30498)</td>
</tr>
<tr>
<td>WFS30402</td>
<td>Certificate III in Funeral Services (Gravedigging, Grounds &amp; Maintenance)(WFS30402)</td>
</tr>
</tbody>
</table>

In addition to the courses outlined in this handbook the following courses are also available:
• 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 sling)
• Course in Elevating Work Platform
• Course in Mobile Cranes (Stowing & Non Stowing); Vehicle Loading
• Course in Overhead Travelling Crane
Civil Construction Industry Courses
- Course in Earthmoving – Earthmoving Equipment Operator; Front-End Loader; Front-End Loader/Backhoe; Excavator, Skid Steer Loader
- Course in Basic Grading
- Course in Trench Grading

Warehouse Industry
- Courses in Forklift Operating
- Course in Order Picker

Road Transport Industry
- Course in Light Rigid Truck
- Course in Medium Rigid Truck
- Course in Heavy Rigid Truck
- Course in Heavy Combination Truck
- Course in Multi-Combination Truck
- Dangerous Goods Licence Training

Driver Education Courses
- School Driver Education Program
- Defensive/Advanced Driving
- VicRoads Heavy Vehicle Administration Course
- VicRoads Intervention Techniques

For details contact the Industrial Skills Training Centre by telephone on: (03) 9284 7600 or fax: (03) 9284 7606.

Head, Department of Industrial Skills Training Centre–TAFE

Certificate IV in Assessment and Workplace Training (BSZ 40198)

Career Opportunities
- Training

Course Objectives
The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:
- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

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

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

Course Duration
This course may be offered on a full-time basis over 6 months or part-time equivalent.

Course Structure
The course consists of the following eight units:
- Plan Assessment
- Conduct Assessment
- Review Assessment
- Train Small Groups
- Plan and Promote a Training Program
- Plan a Series of Training Sessions
- Deliver Training Sessions
- Review Training

Certificate III in Civil Construction (Plant) (BCC 30198)

Career Opportunities
Civil Construction Industry.

Course Objective
The course aims to provide participants with the skills and knowledge to undertake work in the civil construction industry. Specific units of study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NOHSC) licensing.

Entry Requirements
To qualify for admission to the course applicants must be employed within the Civil Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English.

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

Course Duration
The course may be offered over 3 years part – time, 948 nominal hours. This course is available as an apprenticeship or traineeship.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCC1000A</td>
<td>20</td>
</tr>
<tr>
<td>BCC1001A</td>
<td>40</td>
</tr>
<tr>
<td>BCC1002A</td>
<td>20</td>
</tr>
<tr>
<td>BCC1003A</td>
<td>40</td>
</tr>
<tr>
<td>BCC1004A</td>
<td>20</td>
</tr>
<tr>
<td>BCC1005A</td>
<td>80</td>
</tr>
<tr>
<td>BCC1006A</td>
<td>16</td>
</tr>
<tr>
<td>BCC1008A</td>
<td>8</td>
</tr>
<tr>
<td>BCC1011A</td>
<td>16</td>
</tr>
</tbody>
</table>

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>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3002A</td>
<td>200</td>
</tr>
<tr>
<td>BCC3003A</td>
<td>240</td>
</tr>
<tr>
<td>BCC3004A</td>
<td>200</td>
</tr>
<tr>
<td>BCC3005A</td>
<td>160</td>
</tr>
<tr>
<td>BCC3006A</td>
<td>240</td>
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<tr>
<td>BCC3007A</td>
<td>160</td>
</tr>
<tr>
<td>BCC3008A</td>
<td>80</td>
</tr>
<tr>
<td>BCC3014A</td>
<td>80</td>
</tr>
<tr>
<td>BCC3015A</td>
<td>80</td>
</tr>
</tbody>
</table>
Group B

BCG3001A Conduct Tip Truck operations 60
BCG3009A Conduct Roller operations 80
BCG3010A Conduct Water Cart operations 40
BCG3012A Conduct Dump Truck operations 60
BCG3013A Conduct Forklift operations 32
BCG3017A Conduct Telecopic Materials Handler Operations 80
BCG3018A Conduct Materials Spreader operations 80
BCG3019A Conduct Profile Planer operations 80

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

Certificate III in General Construction (BCG 31398)

Career Opportunities
General Construction Industry.

Course Objective
The course aims to provide participants with the skills and knowledge to undertake work in the general construction industry. Specific units of study provide participants with the skills and knowledge to undertake assessments for National Health and Safety Council (NHSC) licensing.

Entry Requirements
Applicants for this course must be employed within the General Construction Industry and must be able to demonstrate to the satisfaction of the Head of Department that they can read, comprehend, discuss and write complex information in English. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC3019A</td>
<td>Conduct Profile Planer operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3018A</td>
<td>Conduct Materials Spreader operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3017A</td>
<td>Conduct Telecopic Materials Handler Operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3013A</td>
<td>Conduct Forklift operations</td>
<td>32</td>
</tr>
<tr>
<td>BCC3010A</td>
<td>Conduct Water Cart operations</td>
<td>40</td>
</tr>
<tr>
<td>BCC3009A</td>
<td>Conduct Roller operations</td>
<td>80</td>
</tr>
<tr>
<td>BCC3001A</td>
<td>Conduct Tip Truck operations</td>
<td>60</td>
</tr>
</tbody>
</table>

Certification in General Construction (BCG 31398) - Elective Units

Three units from Series 3000 elective units selected by the student in consultation with his/her employer, with approval of the Head of Department. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Transport and Distribution (Warehousing) (TDT 10197)

Career Opportunities
Warehousing Industry.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.

Entry Requirements
Applicants for this course must be employed within the Warehousing Industry and must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDT197A</td>
<td>Complete Induction Procedures</td>
<td>25</td>
</tr>
<tr>
<td>TDT297A</td>
<td>Conduct Housekeeping Activities</td>
<td>40</td>
</tr>
<tr>
<td>TDT397A</td>
<td>Conduct Cleaning Operations in Enclosed Spaces</td>
<td>20</td>
</tr>
<tr>
<td>TDT497A</td>
<td>Participate in Workplace Communication</td>
<td>40</td>
</tr>
<tr>
<td>TDT597A</td>
<td>Participate in Workplace Communication</td>
<td>40</td>
</tr>
<tr>
<td>TDT697A</td>
<td>Conduct Cleaning Operations in Enclosed Spaces</td>
<td>20</td>
</tr>
<tr>
<td>TDT797A</td>
<td>Conduct Cleaning Operations in Enclosed Spaces</td>
<td>20</td>
</tr>
<tr>
<td>TDT897A</td>
<td>Conduct Cleaning Operations in Enclosed Spaces</td>
<td>20</td>
</tr>
<tr>
<td>TDT997A</td>
<td>Complete Induction Procedures</td>
<td>25</td>
</tr>
</tbody>
</table>

Certificate II in Transport and Distribution (Warehousing) (TDT 20197)

Career Opportunities
Warehousing Industry.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance in the Warehousing Industry.

Entry Requirements
To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry.
Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA1097</td>
<td>Coordinate Goods to Bond Premises</td>
<td>20</td>
</tr>
<tr>
<td>TDTA1597</td>
<td>Complete receival/Despatch Documentation</td>
<td>40</td>
</tr>
<tr>
<td>TDTA1697</td>
<td>Use Inventory Systems to Organise Stock Control</td>
<td>30</td>
</tr>
<tr>
<td>TDTA1797</td>
<td>Product Knowledge Applied to Organise Work Operations</td>
<td>40</td>
</tr>
<tr>
<td>TDTA1897</td>
<td>Organise Despatch Operations</td>
<td>40</td>
</tr>
<tr>
<td>TDTA1997</td>
<td>Organise Receival Operations</td>
<td>40</td>
</tr>
<tr>
<td>TDTA2497</td>
<td>Organise Warehouse records Operations</td>
<td>30</td>
</tr>
<tr>
<td>TDTA2698</td>
<td>Monitor Storage Facilities</td>
<td>30</td>
</tr>
<tr>
<td>TDTB297</td>
<td>Test Equipment &amp; Isolate Faults</td>
<td>20</td>
</tr>
<tr>
<td>TDTD1197</td>
<td>Conduct Advanced Forklift Operations</td>
<td>40</td>
</tr>
<tr>
<td>TDTD2398</td>
<td>Use Specialised Bulk Gas Transfer Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDTD2498</td>
<td>Use Specialised Liquid Bulk Gas Transfer Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ297</td>
<td>Apply Quality Measurements</td>
<td>35–40</td>
</tr>
<tr>
<td>TDTJ698</td>
<td>Implement Grain Protection Procedures</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ598</td>
<td>Sample, Inspect &amp; Test Products and Quantify Dimensions</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ397</td>
<td>Conduct Safety &amp; Hazard Control Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ498</td>
<td>Organise Occupational Health &amp; Safety Procedures in the Workplace</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ197</td>
<td>Conduct Assessment in Accordance with an Established Assessment Procedure</td>
<td>20–30</td>
</tr>
<tr>
<td>TDTI297</td>
<td>Prepare Workplace Documents</td>
<td>20</td>
</tr>
<tr>
<td>TDTI1298</td>
<td>Consolidate Manifest Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTI397</td>
<td>Implement &amp; Monitor Occupational Health &amp; Safety Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTF897</td>
<td>Prepare First Aid in the Workplace</td>
<td>25</td>
</tr>
<tr>
<td>TDTF497</td>
<td>Review Training (Category 1) Shown in M1 Hours</td>
<td>25</td>
</tr>
<tr>
<td>TDTF397</td>
<td>Implement &amp; Monitor Occupational Health &amp; Safety Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ698</td>
<td>Conduct Induction Process</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ397</td>
<td>Prepare for Training (Category 1)</td>
<td>30</td>
</tr>
<tr>
<td>TDTM297</td>
<td>Deliver Training (Category 1) Shown in M1 Hours</td>
<td>30</td>
</tr>
<tr>
<td>TDTM397</td>
<td>Equipment Training (Category 1) Shown in M1 Hours</td>
<td>30</td>
</tr>
<tr>
<td>TDTM197</td>
<td>Conduct Assessment in Accordance with an Established Assessment Procedure</td>
<td>20–30</td>
</tr>
<tr>
<td>TDTF497</td>
<td>Operate a Boom Type Elevating Work Platform</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ498</td>
<td>Prepare for the Transport of Dangerous Goods</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ698</td>
<td>Operate Specialised Load Shift Equipment (Dry)</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ398</td>
<td>Implement Grain Protection Procedures</td>
<td>40</td>
</tr>
<tr>
<td>TDTJ197</td>
<td>Prepare for the Transport of Dangerous Goods</td>
<td>30</td>
</tr>
<tr>
<td>TDTI297</td>
<td>Maintain Control of Records</td>
<td>20</td>
</tr>
<tr>
<td>TDTA998</td>
<td>Complete Import/Export Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTA2097</td>
<td>Replenish Stock</td>
<td>20</td>
</tr>
<tr>
<td>TDTA1197</td>
<td>Package Goods</td>
<td>20</td>
</tr>
<tr>
<td>TDTA2197</td>
<td>Despatch Stock</td>
<td>20</td>
</tr>
<tr>
<td>TDTA2297</td>
<td>Participate in Stocktakes</td>
<td>20</td>
</tr>
<tr>
<td>TDTB197A</td>
<td>Check &amp; Assess Occupational Capability of Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDTB998A</td>
<td>Check Conveyor Operational Status</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ197</td>
<td>Apply Quality Procedures</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ398A</td>
<td>Apply Grain Protection Measures</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ498A</td>
<td>Implement Grain Monitoring Measures</td>
<td>20</td>
</tr>
<tr>
<td>TDTK197</td>
<td>Use Computer Applications</td>
<td>40</td>
</tr>
<tr>
<td>TDTK297</td>
<td>Use Infotechnology Devices in the Workplace</td>
<td>20</td>
</tr>
<tr>
<td>TDTK197</td>
<td>Use Routine Administrative Tasks</td>
<td>10</td>
</tr>
<tr>
<td>TDTQ798A</td>
<td>Prepare &amp; Process Financial Documents</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ198A</td>
<td>Capture Records into a Records Keeping System</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ498A</td>
<td>Maintain Control of Records</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ598A</td>
<td>Provide Information from &amp; about Records</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Certificate III in Transport and Distribution (Warehousing) (TDT30197)

Career Opportunities
Warehousing Industry.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the warehousing industry.

Entry Requirements
Successful completion of seven (7) units aligned at AQF level 1 and a minimum of seven and a maximum of nine (9) units aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Warehousing Industry.
Certificate IV in Transport and Distribution (Warehousing) (TDT40197)

Career Opportunities
Warehousing Industry.

Course Objective
This course aims to provide vocational training for people at the operative and supervisory level in the warehousing industry. It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

Entry Requirements
To qualify for admission to the course, an applicant generally must have:

- successfully completed Certificate III in Transport & Distribution (Warehousing)
- or successful recognition of seven (7) competencies from Certificate III in Transport & Distribution (Warehousing) achieved through a Recognition of Prior Learning process.

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

Course Structure
This course requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>TDTA2597B</td>
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<td>TDTF1498A</td>
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<td>TDTG498</td>
<td>10</td>
</tr>
<tr>
<td>TDTG197A</td>
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</tr>
<tr>
<td>TDTI598A</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ998A</td>
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<tr>
<td>TDTL1998A</td>
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<td>TDTL2198A</td>
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<td>TDTM497A</td>
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<td>TDTM597A</td>
<td>40</td>
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<tr>
<td>TDTM697A</td>
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<td>TDTN297A</td>
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<tr>
<td>TDTP598A</td>
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<tr>
<td>TDTQ198A</td>
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<tr>
<td>TDTL197A</td>
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</tbody>
</table>

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

Certificate II in Transport and Distribution (Road Transport) (TDT20297)

Career Opportunities
Road Transport Industry.

Course Objective
This course aims to develop the knowledge and skills of students wishing to enter into the Road Transport Industry.

Entry Requirements
Applicants for this course must be employed within the Road Transport Industry and must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>TDTB897</td>
<td>30</td>
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<tr>
<td>TDTC297</td>
<td>40</td>
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<tr>
<td>TDTD397</td>
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<td>TDTD997</td>
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<tr>
<td>TDTD1298</td>
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</tbody>
</table>

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

Certificate I in Transport and Distribution (Road Transport) (TDT 10297)

Career Opportunities
Road Transport Industry.

Course Objective
This course aims to develop the knowledge and skills of students wishing to enter into the Road Transport Industry.

Entry Requirements
To qualify for admission to the course, an applicant generally must have:

- successfully completed Certificate III in Transport & Distribution (Road Transport) and achieved through a Recognition of Prior Learning process.

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

Course Structure
This course requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
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<th>Code</th>
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<td>TDBN497</td>
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<td>TDBO597</td>
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<td>TDBP897</td>
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<td>TDBQ297</td>
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<td>TDBS997</td>
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<tr>
<td>TDBT1298</td>
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</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Transport and Distribution (Road Transport)(TDT30297)

Career Opportunities
Road Transport Industry.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry.

Entry Requirements
Successful completion of seven units aligned at AQF level 1 and a minimum of seven and a maximum of nine units aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the Road Transport Industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
This certificate requires successful completion and assessment of seven competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TDTB397</td>
<td>Carry out Maintenance of Vehicles Designed to Carry Special Loads</td>
<td>30</td>
</tr>
<tr>
<td>TDTB697</td>
<td>Carry out Inspection of Vehicles Designed to Carry Special Loads</td>
<td>30</td>
</tr>
<tr>
<td>TDTB1198</td>
<td>Set Up &amp; Rig Crane for Lift</td>
<td>30</td>
</tr>
<tr>
<td>TDTB1298</td>
<td>Plan Job &amp; Set Up Work Area</td>
<td>40</td>
</tr>
<tr>
<td>TDTB1398</td>
<td>Maintain Mobile Cranes</td>
<td>40</td>
</tr>
<tr>
<td>TDTB1498</td>
<td>Load &amp; Unload Wheeled or Track Crane</td>
<td>20</td>
</tr>
<tr>
<td>TDTB1598</td>
<td>Undertake Site Inspection</td>
<td>20</td>
</tr>
<tr>
<td>TDTB1698</td>
<td>De-rig, pack &amp; Store Tools &amp; Equipment</td>
<td>10</td>
</tr>
<tr>
<td>TDTB1798</td>
<td>Assemble/Dismantle Boom or Jib</td>
<td>80</td>
</tr>
<tr>
<td>TDTC497</td>
<td>Drive Heavy Rigid Vehicles</td>
<td>40</td>
</tr>
<tr>
<td>TDTC597</td>
<td>Drive Heavy Combination Vehicles</td>
<td>40</td>
</tr>
<tr>
<td>TDTC797</td>
<td>Operate Vehicle Carrying Special Loads</td>
<td>40</td>
</tr>
<tr>
<td>TDTC897</td>
<td>Drive Coach/Buses</td>
<td>40</td>
</tr>
<tr>
<td>TDTC1097</td>
<td>Pilot or Escort Oversize &amp;/or Mass Loads</td>
<td>20</td>
</tr>
<tr>
<td>TDTH197</td>
<td>Interpret Road Maps &amp; Navigate Routes</td>
<td>20</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Prioritise Courier/Delivery Operations</td>
<td>30</td>
</tr>
<tr>
<td>TDTJ197</td>
<td>Co-ordinate Customer Service Skills</td>
<td>20-40</td>
</tr>
<tr>
<td>TDTJ597</td>
<td>Provide Freight Forwarding Services to Customers</td>
<td>30</td>
</tr>
<tr>
<td>TDTK197</td>
<td>Apply Quality Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTK297</td>
<td>Use Information Device in the Workplace</td>
<td>20</td>
</tr>
<tr>
<td>TDTK397</td>
<td>Apply Keyboard Skills</td>
<td>20</td>
</tr>
<tr>
<td>TDTK798</td>
<td>Perform Electronic Data Interchange (EDI) to Transmit Shipping Documentation</td>
<td>10</td>
</tr>
<tr>
<td>TDTH197</td>
<td>Complete Routine Administrative tasks</td>
<td>10</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Undertake Loading &amp; Unloading in a Designated Secured Environment</td>
<td>10</td>
</tr>
<tr>
<td>TDTC1197</td>
<td>Transport Passengers with Disabilities</td>
<td>40</td>
</tr>
<tr>
<td>TDTH197</td>
<td>Conduct Advanced Forklift Operations</td>
<td>40</td>
</tr>
<tr>
<td>TDTH197</td>
<td>Load &amp; Unload Vehicles Carrying Special Loads</td>
<td>20</td>
</tr>
<tr>
<td>TDTH197</td>
<td>Identify &amp; Classify Explosives &amp; Dangerous Goods</td>
<td>20</td>
</tr>
<tr>
<td>TDTH297</td>
<td>Load &amp; Unload Explosives</td>
<td>30</td>
</tr>
<tr>
<td>TDTH297</td>
<td>Care for Livestock in Transit</td>
<td>20</td>
</tr>
<tr>
<td>TDTH297</td>
<td>Use Specialised Bulk Gas Transfer Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDTH297</td>
<td>Use Specialised Liquid Bulk Gas Transfer Equipment</td>
<td>40</td>
</tr>
<tr>
<td>TDTH298</td>
<td>Prepare for the Transport of Packaged Dangerous Goods</td>
<td>40</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Prepare for the Transport of Dangerous Goods in Bulk</td>
<td>40</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Load &amp; Unload Vehicles Carrying Special Loads</td>
<td>40</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Operate a Vehicle Self Loading Crane</td>
<td>40</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Operate a Mobile Crane on a Demolition Site</td>
<td>60</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Operate a Boom Type Elevating Work Platform</td>
<td>30</td>
</tr>
<tr>
<td>TDTH398</td>
<td>Lift &amp; Move Load using Mobile Crane</td>
<td>40</td>
</tr>
<tr>
<td>TDTH498</td>
<td>Control Lift &amp; Movement of Load</td>
<td>40</td>
</tr>
<tr>
<td>TDTH498</td>
<td>Undertake Cash in Transit Loading &amp; Unloading in an Unsecured Environment</td>
<td>30</td>
</tr>
<tr>
<td>TDTH997</td>
<td>Use Pilot &amp; Escort Communication</td>
<td>20</td>
</tr>
<tr>
<td>TDTE197</td>
<td>Estimate Furniture Removal Jobs</td>
<td>30</td>
</tr>
<tr>
<td>TDTE298</td>
<td>Consolidate Manifest Documentation</td>
<td>20</td>
</tr>
<tr>
<td>TDTE398</td>
<td>Undertake Rigger/ Dogger &amp; Driver Communications</td>
<td>20</td>
</tr>
<tr>
<td>TDTE498</td>
<td>Estimate/Calculate Load Shifting Requirements</td>
<td>20</td>
</tr>
<tr>
<td>TDTE397A</td>
<td>Implement &amp; Monitor Occupational Health &amp; Safety Procedures</td>
<td>30</td>
</tr>
<tr>
<td>TDTE397</td>
<td>Provide First Aid in the Workplace</td>
<td>25</td>
</tr>
<tr>
<td>TDTE497</td>
<td>Manage Breakdowns &amp; Emergencies</td>
<td>30</td>
</tr>
<tr>
<td>TDTE598</td>
<td>Lead Work Team or Group</td>
<td>25</td>
</tr>
<tr>
<td>TDTE697</td>
<td>Plan &amp; Navigate Routes</td>
<td>20</td>
</tr>
<tr>
<td>TDTE797</td>
<td>Provide Customer Service in Passenger Vehicles</td>
<td>20</td>
</tr>
<tr>
<td>TDTE897</td>
<td>Manage Camping Procedures for Coaches &amp; Buses</td>
<td>40</td>
</tr>
<tr>
<td>TDTE998</td>
<td>Provide on Board Services to Customers</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ297</td>
<td>Apply Quality Systems</td>
<td>35-40</td>
</tr>
<tr>
<td>TDTJ598</td>
<td>Sample, Inspect &amp; Test Products to Specifications</td>
<td>20</td>
</tr>
<tr>
<td>TDTJ398</td>
<td>Conduct Induction Process</td>
<td>20</td>
</tr>
<tr>
<td>TDTM197</td>
<td>Prepare for Training (Category 1)</td>
<td>30</td>
</tr>
<tr>
<td>TDTM297</td>
<td>Deliver Training (Category 1)</td>
<td>30</td>
</tr>
<tr>
<td>TDTM397</td>
<td>Review Training (Category 1)</td>
<td>30</td>
</tr>
<tr>
<td>TDTN197</td>
<td>Conduct Assessment in Accordance with an Established Assessment Procedure</td>
<td>20</td>
</tr>
<tr>
<td>TDTQ498</td>
<td>Conduct Safety &amp; Hazard Control Procedures</td>
<td>40</td>
</tr>
<tr>
<td>TDTQ798</td>
<td>Undertake Emergency Response Action</td>
<td>20</td>
</tr>
</tbody>
</table>
Certificate IV in Transport and Distribution (Road Transport) (TDT40297)

Career Opportunities
Transport Industry.

Course Objective
This course aims to provide vocational training for people at the operative and supervisory level in the transport industry. It is a further aim to develop new criteria and procedure for performing current practices and provision of leadership and guidance to others in the application and planning of skills.

Entry Requirements
To qualify for admission to the course, an applicant generally must have successfully completed Certificate III in Transport & Distribution (Road Transport).

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

Course Structure
This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA3098A</td>
<td>Coordinate Stocktakes 40</td>
</tr>
<tr>
<td>TDTA3198A</td>
<td>Consolidate Freight 30</td>
</tr>
<tr>
<td>TDTA3298A</td>
<td>Organise Transport of Freight or Goods 40</td>
</tr>
<tr>
<td>TDTA3398A</td>
<td>Organise International Transport 40</td>
</tr>
<tr>
<td>TDTG697A</td>
<td>Drive Multi Combination Vehicles 40</td>
</tr>
<tr>
<td>TDTD3098A</td>
<td>Supervise Mobile Crane Operations 40</td>
</tr>
<tr>
<td>TDTD3298A</td>
<td>Plan and Conduct Specialised Lift 40</td>
</tr>
<tr>
<td>TDTI697B</td>
<td>Collect &amp; Present Workplace Data &amp; Information 20</td>
</tr>
</tbody>
</table>

Diploma of Transport and Distribution (Logistics) (TDT51098)

Career Opportunities
Management of a warehouse or distribution system.

Course Objective
The course aims to equip students with the skills and knowledge required to manage a warehouse or distribution system.

Entry Requirements
To qualify for admission applicants must have successfully completed the Certificate IV in Transport and Distribution (Warehousing) or Certificate IV in Transport and Distribution (Road Transport) or equivalent relevant industry experience.

Course Duration
The course will be offered on a part-time basis over 630 nominal hours.

Course Structure
The structure of the course is as follows:
- Seven units of competency at Australian Qualifications Framework Level 5 selected by the student with the approval of the Head of Department, having regard to the list of relevant units in–
- Advanced Diploma of Transport and Distribution Training Package TDT98 (published 1999)

Advanced Diploma of Transport and Distribution (Logistics) (TDT61098)

Career Opportunities
Management of domestic and international distribution systems.

Course Objective
The course aims to equip students with the skills and knowledge required to manage both domestic and international distribution systems.

Entry Requirements
To qualify for admission applicants must have successfully completed the Diploma of Transport and Distribution (Warehousing) or equivalent.

Course Duration
The course will be offered on a part-time basis over 700 nominal hours.

Course Structure
The structure of the course is as follows:
- Four units of competency at Australian Qualifications Framework Level 6 selected by the student with approval of the Head of Department, having regard to the list of relevant units in–
Certificate III in Transport and Distribution (Mobile Crane Operations) (TDT30998)

Career Opportunities
Road Transport Industry, specialising in Mobile Cranes.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile cranes.

Entry Requirements
To qualify for admission to this course students must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a two-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
To qualify for an award, students must successfully complete 21 units selected from the following:

- TDTD197A Shift Materials Safely 20
- TDTB197A Check & Assess Operational Capability of Equipment 40
- TDTB1198 Set Up & Rig Crane for Lift 30
- TDTB1298 Plan Job & Set Up Work Area 40
- TDTB1398 Maintain Mobiles Cranes 40
- TDTB1498 Load & Unload Wheeled or Tracked Crane 20
- TDTB1598 Undertake Site Inspection 20
- TDTB1698 De-rig, Pack & Store Tools & Equipment 10
- TDTB1798 Assemble/Dismantle Boom or Jib 80
- TDTC197A Drive Heavy Rig & Rig 20
- TDTD597 Drive Heavy Combination Vehicles 40
- TDTD1097 Pilot or Escort Oversize &/or Mass Loads 20
- TDTD197A Shift Materials Safely 20
- TDTD1097 Operated a Forklift 20
- TDTD397 Move Materials Mechanically 40
- TDTD3198 Rig Load 40
- TDTD3398 Operate a Vehicle Self Loading Crane 40
- TDTD3498 Operate a Mobile Crane on a Demolition Site 60
- TDTD3598 Operate a Boom Type Elevating Work Platform 30
- TDTD3698 Lift & Move Load Using Mobile Crane up to & Including 20 Tonne 40
- TDTD4098 Control Lift & Movement of Load 20
- TDTD4098 Process Workplace Documentation 20
- TDTF897 Use Pilot & Escort Communication 20
- TDTF1598 Undertake Rigger/Dogging & Driver Communications 20
- TDTF1698 Estimate/Calculate Load Shifting Requirements 20
- TDTF197A Follow Occupational Health & Safety Procedures 20
- TDTF297A Conduct Housekeeping Activities 20
- TDTF697 Apply Emergency–Accident Procedures 20
- TDTF997 Provide First-Aid in the Workplace 25
- TDTG197A Work Effectively with Others 40
- TDTI297B Co-ordinate Customer Service Skills 20–40
- TDTI197A Apply Quality Procedures 20–40
- TDTK297 Use Information Technology Devices in the Workplace 20
- TDTL197A Complete Induction Procedures 25

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

Certificate IV in Transport and Distribution (Mobile Crane Operations) (TDT40998)

Career Opportunities
Road Transport Industry, specialising in Mobile Cranes.

Course Objective
This course aims to develop the knowledge and skills of students wishing to advance their skills and gain a trade equivalent qualification in the Road Transport industry specialising in mobile crane operations.

Entry Requirements
To qualify for admission to this course students must have completed the Certificate III in Transport & Distribution (Mobile Cranes), or its equivalent and be employed within the industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace.

Course Structure
To qualify for an award, students must successfully complete seven of the following units of competency:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTA397</td>
<td>Complete Import/Export Documentation</td>
</tr>
<tr>
<td>TDTD3098A</td>
<td>Supervise Mobile Crane Operations</td>
</tr>
<tr>
<td>TDTD3298A</td>
<td>Plan &amp; Conduct Specialised Lift</td>
</tr>
<tr>
<td>TDTF797A</td>
<td>Implement Emergency–Accident Procedures</td>
</tr>
<tr>
<td>TDTI197B</td>
<td>Co-ordinate Quality Customer Service</td>
</tr>
<tr>
<td>TDTI297B</td>
<td>Apply Quality Systems</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>TDTM297</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>TDTN297</td>
<td>Extension Unit Plan &amp; Review Assessment</td>
</tr>
<tr>
<td>TDTN397A</td>
<td>Develop Assessment Tools</td>
</tr>
<tr>
<td>TDTP1098A</td>
<td>Assess Job Requirements &amp; provide Quotation</td>
</tr>
<tr>
<td>TDTQ798A</td>
<td>Prepare &amp; Process Financial Documents</td>
</tr>
<tr>
<td>TDTT198A</td>
<td>Capture Records into a Records Keeping System</td>
</tr>
<tr>
<td>TDTT498A</td>
<td>Maintain Control of Records</td>
</tr>
<tr>
<td>TDTT598A</td>
<td>Provide Information from &amp; about Records</td>
</tr>
</tbody>
</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Road Transport (Motor Vehicle Driving Instructor)(2311AEA)

Career Opportunities
Motor vehicle driving instruction industry.

Course Objective
The course aims are:
• to provide a program of structured competency based training for the motor vehicle driving instruction industry;
• to prepare people entering or already employed in the industry to meet the requirements of the national competency standards for instructors;
• to meet the requirements of the state and territory regulatory bodies for the motor vehicle driving instruction industry;
• to provide a system for formally recognising the skills and knowledge of new entrants to the industry, and those already in the industry, through the recognition of prior learning;
• to improve the quality of service provided by motor vehicle driving instructors to their clients;
• to raise the level of professionalism of the motor vehicle driving instruction industry throughout Australia.

This State accredited course provides appropriate training for persons to apply for a Driving Instructor licence, where they are issued by State and Territory regulatory bodies.

Entry Requirements
To qualify for admission to the Car Stream of this course students must have a current full driver's licence with a minimum of four years car driving experience. Must be 21 years of age.
For admission to the Heavy Vehicle Stream students must have successfully completed the Car Stream course and hold a current full drivers licence, endorsed with the appropriate category of heavy vehicle, with a minimum of two years driving experience in that category.

Course Duration
165 hours part time

Course Structure
This course consists of two streams:
• Car Stream
• Heavy Vehicle Stream

The Car Stream is a prerequisite to the Heavy Vehicle Stream.

Car Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRT206</td>
<td>Road Law Understanding</td>
<td>15</td>
</tr>
<tr>
<td>NRT210</td>
<td>Safe &amp; Efficient Car Driving</td>
<td>30</td>
</tr>
<tr>
<td>NRT380</td>
<td>The Driving Instruction Industry</td>
<td>6</td>
</tr>
<tr>
<td>NRT381</td>
<td>The Learner Driver</td>
<td>12</td>
</tr>
<tr>
<td>NRT382</td>
<td>Motor Vehicle Instruction Method</td>
<td>30</td>
</tr>
<tr>
<td>NRT383</td>
<td>Training Vehicle Presentation &amp; Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>NRT384</td>
<td>Communication Skills for Driving Instructors</td>
<td>12</td>
</tr>
<tr>
<td>NRT385</td>
<td>Planning Driver Training Programs</td>
<td>12</td>
</tr>
<tr>
<td>NRT386</td>
<td>Delivering 1:1 Driver Training</td>
<td>12</td>
</tr>
<tr>
<td>NRT387</td>
<td>Evaluating &amp; Reporting Driver Training</td>
<td>3</td>
</tr>
</tbody>
</table>

Heavy Vehicle Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRT206</td>
<td>Road Law Understanding</td>
<td>15</td>
</tr>
<tr>
<td>NRT211</td>
<td>Safe &amp; Efficient Heavy Vehicle Driving</td>
<td>30</td>
</tr>
<tr>
<td>NRT380</td>
<td>The Driving Instruction Industry</td>
<td>6</td>
</tr>
<tr>
<td>NRT381</td>
<td>The Learner Driver</td>
<td>12</td>
</tr>
<tr>
<td>NRT382</td>
<td>Motor Vehicle Instruction Method</td>
<td>30</td>
</tr>
<tr>
<td>NRT383</td>
<td>Training Vehicle Presentation &amp; Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>NRT384</td>
<td>Communication Skills for Driving Instructors</td>
<td>12</td>
</tr>
<tr>
<td>NRT385</td>
<td>Planning Driver Training Programs</td>
<td>12</td>
</tr>
<tr>
<td>NRT386</td>
<td>Delivering One to One Driver Training</td>
<td>12</td>
</tr>
</tbody>
</table>

Certificate I in Transport and Distribution (Rail Passenger Services)(TDT 10598)

Career Opportunities
Passenger services sector of the rail industry.

Course Objective
This course aims to develop the knowledge and skills required to undertake work in the passenger services sector of the rail industry.

Entry Requirements
Applicants for this course must be employed within the passenger services sector of the rail industry and must be able to read, comprehend and discuss printed information in English, write simple statements, recognise numbers and perform basic numeric calculations.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDDTD197A</td>
<td>20</td>
</tr>
<tr>
<td>TDDTD297A</td>
<td>20</td>
</tr>
<tr>
<td>TDDTE397A</td>
<td>40</td>
</tr>
<tr>
<td>TDTED597A</td>
<td>20</td>
</tr>
<tr>
<td>TDTTF197A</td>
<td>20</td>
</tr>
<tr>
<td>TDTTF297A</td>
<td>20</td>
</tr>
<tr>
<td>TDTG197A</td>
<td>40</td>
</tr>
<tr>
<td>TDTTG297B</td>
<td>20–40</td>
</tr>
<tr>
<td>TDTL197A</td>
<td>40</td>
</tr>
</tbody>
</table>

Passenger services sector of the rail industry.

Certificate II in Transport and Distribution (Rail Passenger Services)(TDT 20598)

Career Opportunities
Passenger services sector of the rail industry.

Course Objective
This course aims to develop the knowledge and skills required to undertake work in the passenger services sector of the rail industry.

Entry Requirements
To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the passenger services sector of the rail industry.
Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTE197A</td>
<td>40</td>
<td>Arrays, data structures, character strings</td>
</tr>
<tr>
<td>TDTE597A</td>
<td>60</td>
<td>Functions, stacks</td>
</tr>
<tr>
<td>TDTE797A</td>
<td>50</td>
<td>Memory management, error handling</td>
</tr>
<tr>
<td>TDTE897A</td>
<td>20</td>
<td>Code coverage, reverse engineering</td>
</tr>
<tr>
<td>TDTE997A</td>
<td>40</td>
<td>Compilers, interpreters, virtual machines</td>
</tr>
</tbody>
</table>

Entry Requirements
Applicants for this course must be employed within the operations sector of the rail industry.

Course Objective
This course aims to develop the knowledge and skills required to undertake work in the operations sector of the rail industry.

Certificate I in Transport and Distribution (Rail Operations)(TDT 10498)

Career Opportunities
Operations sector of the rail industry.

Course Objective
This course aims to develop the knowledge and skills required to undertake work in the passenger services sector of the rail industry.

Entry Requirements
Applicants for this course must have successful completion and assessment of seven (7) units aligned at AQF level 2 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the passenger services sector of the rail industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an apprenticeship or traineeship.

Course Structure
This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTR197A</td>
<td>40</td>
<td>Arrays, data structures, character strings</td>
</tr>
<tr>
<td>TDTR297A</td>
<td>60</td>
<td>Functions, stacks</td>
</tr>
<tr>
<td>TDTR397A</td>
<td>50</td>
<td>Memory management, error handling</td>
</tr>
<tr>
<td>TDTR497A</td>
<td>20</td>
<td>Code coverage, reverse engineering</td>
</tr>
<tr>
<td>TDTR597A</td>
<td>40</td>
<td>Compilers, interpreters, virtual machines</td>
</tr>
</tbody>
</table>

Certificate III in Transport and Distribution (Rail Passenger Services)(TDT 30598)

Career Opportunities
Passenger services sector of the rail industry.

Course Objective
This course aims to develop the knowledge and skills required to undertake work in the passenger services sector of the rail industry.

Entry Requirements
To qualify for admission, students must have successful completion of seven (7) units aligned at AQF level 1 and seven (7) units aligned at AQF level 2, consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the passenger services sector of the rail industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an apprenticeship or traineeship.

Course Structure
This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTB297A</td>
<td>40</td>
<td>Test equipment and isolate faults</td>
</tr>
<tr>
<td>TDTB397A</td>
<td>60</td>
<td>Use manual handling equipment</td>
</tr>
<tr>
<td>TDTB497A</td>
<td>50</td>
<td>Participate in workplace communications</td>
</tr>
<tr>
<td>TDTB597A</td>
<td>40</td>
<td>Carry out workplace calculations</td>
</tr>
<tr>
<td>TDTB697A</td>
<td>40</td>
<td>Follow occupational health and safety procedures</td>
</tr>
<tr>
<td>TDTB797A</td>
<td>40</td>
<td>Conduct housekeeping activities</td>
</tr>
<tr>
<td>TDTB897A</td>
<td>40</td>
<td>Work effectively with others</td>
</tr>
</tbody>
</table>

Certificate III in Transport and Distribution (Rail Passenger Services)(TDT 30598)
Certificate II in Transport and Distribution (Rail Operations)(TDT20498)

Career Opportunities
Operations sector of the rail industry.

Course Objective
This course aims to develop the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements
To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the operations sector of the rail industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTD397B</td>
<td>40</td>
<td>Handle hazardous substances/dangerous goods</td>
</tr>
<tr>
<td>TDTE797A</td>
<td>20</td>
<td>Use vehicle communication systems</td>
</tr>
<tr>
<td>TDTE897A</td>
<td>20</td>
<td>Process workplace documentation</td>
</tr>
<tr>
<td>TDTF197A</td>
<td>20</td>
<td>Care for the environment</td>
</tr>
<tr>
<td>TDJJ197A</td>
<td>20</td>
<td>Apply quality procedures</td>
</tr>
<tr>
<td>TDTK197A</td>
<td>20</td>
<td>Use computer applications</td>
</tr>
<tr>
<td>TDTK297A</td>
<td>20</td>
<td>Use infotechnology devices in the workplace</td>
</tr>
<tr>
<td>TDTK397A</td>
<td>20</td>
<td>Apply keyboard skills</td>
</tr>
<tr>
<td>TDTO1398A</td>
<td>20</td>
<td>Administer security of assets and facilities</td>
</tr>
<tr>
<td>TDTRB0598A</td>
<td>40</td>
<td>Diagnose and rectify minor defects</td>
</tr>
<tr>
<td>TDTRB1298A</td>
<td>20</td>
<td>Use and maintain minor mechanical equipment</td>
</tr>
<tr>
<td>TDTRF0298A</td>
<td>20</td>
<td>Operate and maintain fire fighting equipment</td>
</tr>
<tr>
<td>TDTRL1198A</td>
<td>20</td>
<td>Monitor and record rollingstock locations</td>
</tr>
<tr>
<td>TDTRL1898A</td>
<td>20</td>
<td>Prepare for train departure</td>
</tr>
<tr>
<td>TDTRQ0298A</td>
<td>10</td>
<td>Maintain petty cash account</td>
</tr>
</tbody>
</table>

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

Certificate III in Transport and Distribution (Rail Operations)(TDT30498)

Career Opportunities
Operations sector of the rail industry.

Course Objective
This course aims to develop the knowledge and skills required to undertake work in the operations sector of the rail industry.

Entry Requirements
To qualify for admission students must have successful completion of seven (7) units aligned at AQF level 1 and seven (7) units aligned at AQF level 2 consistent with the Transport and Distribution Training Package Assessment Guidelines and must be employed within the operations sector of the rail industry.

Course Duration
This course is offered on a flexible delivery basis in the workplace. It may be completed over a 2-year year period at the participants own pace. It is available as an Apprenticeship or Traineeship.

Course Structure
This certificate requires successful completion and assessment of seven (7) competencies from those listed below. The selection of the competencies will be made in conjunction with the Course Coordinator, the student and (where applicable) the Industry sponsors.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDTE197A</td>
<td>40</td>
<td>Present workplace information</td>
</tr>
<tr>
<td>TDTE297A</td>
<td>30</td>
<td>Estimate/calculate mass, area and quantify dimensions</td>
</tr>
<tr>
<td>TDTE497A</td>
<td>20</td>
<td>Implement and monitor occupational health and safety procedures</td>
</tr>
<tr>
<td>TDTE897B</td>
<td>25</td>
<td>Provide first-aid in the workplace</td>
</tr>
<tr>
<td>TDTEG297A</td>
<td>25</td>
<td>Lead work team or group</td>
</tr>
<tr>
<td>TDTEJ297A</td>
<td>40</td>
<td>Apply quality systems</td>
</tr>
<tr>
<td>TDTEK197A</td>
<td>20</td>
<td>Conduct induction process</td>
</tr>
<tr>
<td>TDTEH197A</td>
<td>10</td>
<td>Prepare for training (category 1)</td>
</tr>
<tr>
<td>TDTEJ297A</td>
<td>10</td>
<td>Deliver training (category 1)</td>
</tr>
<tr>
<td>TDTEK197A</td>
<td>10</td>
<td>Review training (category 1)</td>
</tr>
<tr>
<td>TDTEJ197A</td>
<td>15</td>
<td>Conduct assessment in accordance with an established assessment procedure</td>
</tr>
<tr>
<td>TDTRB0198A</td>
<td>40</td>
<td>Conduct full train examination</td>
</tr>
<tr>
<td>TDTRB0298A</td>
<td>30</td>
<td>Test train braking systems</td>
</tr>
<tr>
<td>TDTRB0398A</td>
<td>80</td>
<td>Visually inspect stationary train</td>
</tr>
<tr>
<td>TDTRB0498A</td>
<td>20</td>
<td>Conduct train roll-by inspection</td>
</tr>
<tr>
<td>TDTRB0898A</td>
<td>150</td>
<td>Prepare, start and shut down motive power unit</td>
</tr>
<tr>
<td>TDTRB0998A</td>
<td>40</td>
<td>Prepare for train operations</td>
</tr>
<tr>
<td>TDTRB1098A</td>
<td>30</td>
<td>Set up and shut down on-train remote control system</td>
</tr>
<tr>
<td>TDTRB0198A</td>
<td>100</td>
<td>Shunt rolling stock</td>
</tr>
<tr>
<td>TDTRB0598A</td>
<td>40</td>
<td>Operate on-train remote control system</td>
</tr>
<tr>
<td>TDTRB0698A</td>
<td>20</td>
<td>Allocate motive power</td>
</tr>
<tr>
<td>TDTRB0998A</td>
<td>200</td>
<td>Assist with train operations</td>
</tr>
<tr>
<td>TDTRB1298A</td>
<td>20</td>
<td>Plan train consists</td>
</tr>
</tbody>
</table>

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

Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance)(WFS30402)

Please contact the Industrial Skills Training Centre on 9284 7600 for more details on this course.
Department of Engineering Technology

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14309VIC</td>
<td>Advanced Diploma of Engineering Technology (Civil)</td>
</tr>
<tr>
<td>20020VIC</td>
<td>Advanced Diploma of Engineering Technology (Civil)</td>
</tr>
<tr>
<td>20019VIC</td>
<td>Diploma of Engineering Technology (Civil)</td>
</tr>
<tr>
<td>11409VIC</td>
<td>Certificate I in Engineering Technology (Civil)</td>
</tr>
<tr>
<td>MEM10198</td>
<td>Certificate I in Engineering (MEM10198)</td>
</tr>
<tr>
<td>MEM20198</td>
<td>Certificate II in Engineering (Production/MEM20198)</td>
</tr>
<tr>
<td>MEM20298</td>
<td>Certificate II in Engineering (Production/MEM20298)</td>
</tr>
<tr>
<td>MEM30198</td>
<td>Certificate III in Engineering (MEM30198)</td>
</tr>
<tr>
<td>MEM30298</td>
<td>Certificate III in Engineering (MEM30298)</td>
</tr>
<tr>
<td>MEM30598</td>
<td>Certificate III in Engineering (MEM30598)</td>
</tr>
<tr>
<td>20018VIC</td>
<td>Certificate IV in Engineering Technology (20018VIC)</td>
</tr>
<tr>
<td>20020VIC</td>
<td>Advanced Diploma of Engineering Technology (Civil)</td>
</tr>
<tr>
<td>20019VIC</td>
<td>Diploma of Engineering Technology (20019VIC)</td>
</tr>
<tr>
<td>14309VIC</td>
<td>Advanced Diploma of Engineering Technology (Civil)</td>
</tr>
<tr>
<td>AUM20100</td>
<td>Certificate II in Automotive Manufacturing (AUM20100)</td>
</tr>
<tr>
<td>AUM30100</td>
<td>Certificate III in Automotive Manufacturing (AUM30100)</td>
</tr>
<tr>
<td>AUM40100</td>
<td>Certificate IV in Automotive Manufacturing (AUM40100)</td>
</tr>
<tr>
<td>AUM40200</td>
<td>Certificate IV in Automotive Manufacturing (AUM40200)</td>
</tr>
</tbody>
</table>

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

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) – Civil Stream, is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant, Design Draftperson and similar classifications in Government departments, semi-Government instrumentalities and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

Entry Requirements

To qualify for admission to the course, applicants must have Year 11 or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

Course Duration

Full-time – 1800 nominal hours.
Part-time – Dependent upon number of modules undertaken each year.

Course Structure

The Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) consists of fifteen modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma, comprising:

- Advanced Diploma Level (Principal Technical Officer) Modules (either technical or non technical): 6 modules (240 hrs) minimum
- Research Project: 1–3 modules
- Advanced Diploma of Engineering Technology Modules: six maximum (240 hours)

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY – LEVEL TECHNICAL AND NON TECHNICAL MODULES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA852</td>
<td>Engineering Hydrology</td>
<td>40</td>
</tr>
<tr>
<td>EB073</td>
<td>Structural Masonary Design</td>
<td>40</td>
</tr>
<tr>
<td>EB353</td>
<td>Foundations 2</td>
<td>40</td>
</tr>
<tr>
<td>EB363</td>
<td>Civil Materials Concrete 2</td>
<td>40</td>
</tr>
<tr>
<td>EB367</td>
<td>Civil Materials Soils B</td>
<td>40</td>
</tr>
<tr>
<td>EB379</td>
<td>Commercial Building Construction</td>
<td>40</td>
</tr>
<tr>
<td>EB830</td>
<td>Reinforced Concrete Design 1</td>
<td>40</td>
</tr>
<tr>
<td>EB831</td>
<td>Reinforced Concrete Design 2</td>
<td>40</td>
</tr>
<tr>
<td>EB832</td>
<td>Beam and Column Analysis</td>
<td>40</td>
</tr>
<tr>
<td>EB851</td>
<td>Environmental Engineering</td>
<td>40</td>
</tr>
<tr>
<td>EB852</td>
<td>Foundations 1</td>
<td>40</td>
</tr>
<tr>
<td>EB854</td>
<td>Storm Water Drainage</td>
<td>40</td>
</tr>
<tr>
<td>EB855</td>
<td>Structural Steel Design 1</td>
<td>40</td>
</tr>
<tr>
<td>EB856</td>
<td>Structural Timber Design</td>
<td>40</td>
</tr>
<tr>
<td>EB858</td>
<td>Waste Water Engineering</td>
<td>40</td>
</tr>
<tr>
<td>EB859</td>
<td>Water Engineering</td>
<td>40</td>
</tr>
<tr>
<td>EB860</td>
<td>Geometric Road Design</td>
<td>40</td>
</tr>
<tr>
<td>EB865</td>
<td>Municipal Design</td>
<td>40</td>
</tr>
<tr>
<td>EB866</td>
<td>Pavement Design</td>
<td>40</td>
</tr>
<tr>
<td>EB869</td>
<td>Land Information Systems</td>
<td>40</td>
</tr>
<tr>
<td>EB870</td>
<td>Engineering Surveying 1</td>
<td>40</td>
</tr>
<tr>
<td>EB872</td>
<td>Frame Analysis</td>
<td>40</td>
</tr>
<tr>
<td>EB874</td>
<td>Structural steel Design 2</td>
<td>40</td>
</tr>
</tbody>
</table>
ED049 Advanced Engineering Maths A 40
ED050 Advanced Engineering Maths B 40

VAB507 Concrete Technology and Applications 40
VAB919 Documentation and Supervision 40
VAB963 Drainage Design 40

VAC375 Fabrication and Administration 40
VAC376 Fabrication Methods 1B 20

VAF448 Road Design 40
VAF989 Structural Mechanics 2A 20
VAF990 Structural Mechanics 2B 20
VAF991 Structural Mechanics 2C 20
VAF992 Structural Mechanics 2D 20
VAF997 Structures 4 40
VAG505 Urban Road Design 40

ED043 Total Quality Management 60
ED053 Introduction to Environmental Management 60
ED055 Project Management 80
ED056 Customer/Client Relations 60
ED058 Introduction to Financial Management 60
ED059 Introduction to Marketing 60
ED060 Improving Workplace Performance 60
ED061 Managing Occupational Health & Safety in the Workplace 40

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

Advanced Diploma of Engineering Technology (20020VIC) [Civil] incorporating Diploma of Engineering Technology (20019VIC) [Civil]

Career Opportunities
Technical Officer, Engineering Assistant, Design Draftperson.

Course Objectives
This course is designed to be job orientated while still providing soundly based theoretical knowledge to equip students to work in an area of rapidly changing technology. Flexible structuring of this course caters for the needs and the interests of students and employers. Entrance requirements are also flexible and qualifications and experience gained in industry are taken into consideration.

The Advanced Diploma of Engineering (20020VIC) [Civil] is acceptable as a suitable academic qualification for Technical Officer, Engineering Assistant, Design Draftperson and similar classifications in Government departments, semi government instrumentalitys and private industry. People employed in the positions are required to have a high degree of skill and specialist knowledge in order to provide support to professional engineers in a wide variety of tasks.

Entry Requirements
To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems (MEM30198) or Certificate III in Engineering – Technician (MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

Course Duration
Total course hours – 1200. The course is designed to be completed in two years of full-time study or approximately five years of part-time study.

Modules are selected according to structural or municipal stream selection requirements. The course provides the student with the opportunity to study a clearly defined stream that suits the particular needs and interests of both the student and the employer.

The Advanced Diploma of Engineering consists of 30 modules (21 EA modules and 9 EB modules).

Course Structure
Structural Stream

<table>
<thead>
<tr>
<th>Year One - Common Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>EA002 Engineering Mathematics A</td>
</tr>
<tr>
<td>EA030 Workplace Communications</td>
</tr>
<tr>
<td>EA050 Engineering Computing</td>
</tr>
<tr>
<td>EA059 Statics</td>
</tr>
<tr>
<td>EA061 Engineering Graphics</td>
</tr>
<tr>
<td>EA066 Computer Aided Drafting B</td>
</tr>
<tr>
<td>EA065 Computer Aided Drafting B</td>
</tr>
<tr>
<td>EA071 Planning/Estimating and Costing</td>
</tr>
<tr>
<td>EA801 Civil Materials Concrete 1</td>
</tr>
<tr>
<td>EA804 Intro to Strength of Materials</td>
</tr>
<tr>
<td>EA805 Load Analysis</td>
</tr>
<tr>
<td>EA812 Drafting Reinforced Concrete 1</td>
</tr>
<tr>
<td>EA813 Drafting Roads 1</td>
</tr>
<tr>
<td>EA815 Drafting Steelwork 1</td>
</tr>
<tr>
<td>EA820 Survey Measurement 2</td>
</tr>
<tr>
<td>EA854 Geoscience Geology</td>
</tr>
<tr>
<td>EA855 Hydraulics Mechanics</td>
</tr>
<tr>
<td>EA856 Intro to Road Engineering</td>
</tr>
<tr>
<td>EA860 Survey Computations</td>
</tr>
<tr>
<td>EA861 Survey Measurement 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two - Environmental Stream Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>EA040 Occupational Health and Safety</td>
</tr>
<tr>
<td>EA065 Computer Aided Drafting B</td>
</tr>
<tr>
<td>EA066 Computer Aided Drafting C</td>
</tr>
<tr>
<td>EA070 Engineering Organisations</td>
</tr>
<tr>
<td>EA803 Civil Materials, Soils A</td>
</tr>
<tr>
<td>EA810 Drafting Pipelines</td>
</tr>
<tr>
<td>EA814 Drafting Roads 2</td>
</tr>
<tr>
<td>EA850 Civil Construction Techniques A</td>
</tr>
<tr>
<td>EA851 Civil Construction Techniques B</td>
</tr>
<tr>
<td>EA857 Pipe and Channel Flow</td>
</tr>
<tr>
<td>EA858 Site Investigation</td>
</tr>
<tr>
<td>EA868 Traffic Control</td>
</tr>
<tr>
<td>EB851 Environmental Engineering</td>
</tr>
<tr>
<td>EB854 Storm Water Drainage</td>
</tr>
<tr>
<td>EB858 Waste Water Engineering</td>
</tr>
<tr>
<td>EB859 Water Engineering</td>
</tr>
<tr>
<td>EB860 Geometric Road Design</td>
</tr>
<tr>
<td>EB861 Minor Civil Engineering Projects A</td>
</tr>
<tr>
<td>EB862 Minor Civil Engineering Projects B</td>
</tr>
<tr>
<td>EB863 Minor Civil Engineering Projects C</td>
</tr>
</tbody>
</table>
Certificate I in Engineering Technology (11409VIC)

Delivery Mode
This course may be offered as Fee-for-Service or as a VET in Schools program.

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

Course Objectives
The main aim of the Certificate I in Engineering Technology is designed to assist a person to develop competencies in Australian Qualifications Framework Level 1. The Learning outcomes provide a broad range of foundation studies preparing the student for employment and or leading to further pathways, for example a Traineeship, Apprentice or production training program.

Entry Requirements
The Certificate I in Engineering Technology is designed for participants with a minimum educational background of Year 9 and targeted for Year 10 to Year 12 male and female students. There are no barriers to entry in relation to age, gender, physical ability, social or educational background.

The Certificate I in Engineering Technology is not intended to be used for people currently employed in the metal and engineering industry.

Course Duration
400 nominal hours. Intakes in February, May and September.

Full-time – thirteen weeks.

This course may be offered on a fee for service basis and as a VET in Schools program.

Course Structure
The Certificate I in Engineering Technology is a one year, full-time course that involves 400 hours of provider-based training, consisting of 10 equivalent modules of 40 Hours. The course is designed as a broad based skilling program with the emphasis in preparing the student for a career in engineering, further study and the work environment. The Certificate I in Engineering Technology comprises 280 nominal hours of course modules plus 120 hours of elective modules and 10 days in work placement.

Compulsory Core Modules (equivalent to 7 full modules)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC173</td>
<td>Functional Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>NBB01</td>
<td>Communications and Industrial Relations</td>
<td>40</td>
</tr>
<tr>
<td>NBB02</td>
<td>Occupational Health and Safety</td>
<td>20</td>
</tr>
<tr>
<td>NBB05</td>
<td>Quality Concepts</td>
<td>20</td>
</tr>
<tr>
<td>NBB06</td>
<td>Machining</td>
<td>40</td>
</tr>
<tr>
<td>NBB07</td>
<td>Hand and Power Tools</td>
<td>40</td>
</tr>
<tr>
<td>NBB09</td>
<td>Welding and Thermal Cutting</td>
<td>40</td>
</tr>
<tr>
<td>NBH12</td>
<td>Engineering Drawing Interpretation</td>
<td>40</td>
</tr>
<tr>
<td>NBH14</td>
<td>Introduction to Electricity &amp; Electronics</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Modules (equivalent to 3 full 40 hrs modules)
Select a minimum of 3 equivalent full 40 hrs modules from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC001</td>
<td>Production Technology/Systems 1</td>
<td>40</td>
</tr>
<tr>
<td>EPC005</td>
<td>Production Training 1</td>
<td>40</td>
</tr>
<tr>
<td>EPC071</td>
<td>Equipment Maintenance</td>
<td>20</td>
</tr>
<tr>
<td>EPC072</td>
<td>Equipment Operations</td>
<td>40</td>
</tr>
<tr>
<td>EPC075</td>
<td>Machine Monitoring</td>
<td>20</td>
</tr>
<tr>
<td>EPC085</td>
<td>Work Environment &amp; Group Processes</td>
<td>40</td>
</tr>
<tr>
<td>EPC087</td>
<td>Measurement–Introduction</td>
<td>40</td>
</tr>
<tr>
<td>EPC118</td>
<td>Total Quality Management</td>
<td>40</td>
</tr>
<tr>
<td>EPC135</td>
<td>Statistical Process Control–Introduction</td>
<td>40</td>
</tr>
<tr>
<td>EPC174</td>
<td>Inventory Procedures</td>
<td>20</td>
</tr>
<tr>
<td>EPC185</td>
<td>Blaster Counter–Surface Preparation 1</td>
<td>40</td>
</tr>
<tr>
<td>EPC186</td>
<td>Blaster Counter–Surface Coatings</td>
<td>40</td>
</tr>
<tr>
<td>EPC189</td>
<td>First Aid</td>
<td>20</td>
</tr>
<tr>
<td>EPC190</td>
<td>Soldering</td>
<td>40</td>
</tr>
<tr>
<td>EPC191</td>
<td>Elective Components and Devices</td>
<td>40</td>
</tr>
<tr>
<td>EPC194</td>
<td>Component Testing</td>
<td>40</td>
</tr>
<tr>
<td>NBB000</td>
<td>Introduction to Work Planning</td>
<td>40</td>
</tr>
<tr>
<td>NBB003</td>
<td>Materials Handling</td>
<td>20</td>
</tr>
<tr>
<td>NBB004</td>
<td>Computing in Engineering</td>
<td>40</td>
</tr>
<tr>
<td>NBB008</td>
<td>Electrical Fundamentals</td>
<td>40</td>
</tr>
<tr>
<td>NBB010</td>
<td>Fabrication Techniques</td>
<td>40</td>
</tr>
<tr>
<td>NBB011</td>
<td>Mechanical Components</td>
<td>40</td>
</tr>
<tr>
<td>NBB013</td>
<td>Engineering Science</td>
<td>40</td>
</tr>
<tr>
<td>NBB015</td>
<td>Electrical Principles &amp; Safety</td>
<td>40</td>
</tr>
<tr>
<td>NE03</td>
<td>DC Principles</td>
<td>40</td>
</tr>
<tr>
<td>NE03</td>
<td>AC Principles</td>
<td>40</td>
</tr>
<tr>
<td>NE14</td>
<td>Cords, Cables and Applications</td>
<td>20</td>
</tr>
<tr>
<td>NE20</td>
<td>Test Equipment</td>
<td>20</td>
</tr>
<tr>
<td>NE23</td>
<td>Non-Domestic Installations</td>
<td>20</td>
</tr>
<tr>
<td>NE31</td>
<td>Electrical Drawing Interpretation and Connection</td>
<td>40</td>
</tr>
<tr>
<td>NE125</td>
<td>Electrical Installation–Cable and Protection</td>
<td>40</td>
</tr>
<tr>
<td>NE160</td>
<td>Electrical Principles</td>
<td>20</td>
</tr>
<tr>
<td>NE184</td>
<td>Electronic Hand-Soldering Technology</td>
<td>40</td>
</tr>
<tr>
<td>NF01</td>
<td>Manual Arc Welding 1</td>
<td>40</td>
</tr>
<tr>
<td>NF03</td>
<td>AC Principles</td>
<td>40</td>
</tr>
<tr>
<td>NF04</td>
<td>Oxy-Acetylene Welding 1</td>
<td>20</td>
</tr>
<tr>
<td>NF13</td>
<td>Thermal Cutting and Associated Processes</td>
<td>20</td>
</tr>
<tr>
<td>NF15</td>
<td>Material Science</td>
<td>20</td>
</tr>
<tr>
<td>NF19</td>
<td>Fabrication Techniques 2</td>
<td>40</td>
</tr>
<tr>
<td>NF21</td>
<td>Computer Applications</td>
<td>40</td>
</tr>
<tr>
<td>NM01</td>
<td>Milling 1</td>
<td>40</td>
</tr>
<tr>
<td>NM05</td>
<td>Engineering Calculations</td>
<td>40</td>
</tr>
<tr>
<td>NM07</td>
<td>Principles of Machining</td>
<td>40</td>
</tr>
<tr>
<td>NM08</td>
<td>Engineering Materials</td>
<td>40</td>
</tr>
</tbody>
</table>

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

The Certificate I in Engineering will be awarded on satisfactory completion of the course outcomes (400 hours), plus a submission of a portfolio of evidence showing a minimum of ten (10) days of workplace activities/projects be submitted.

**Recognition of Credential**

The course has the endorsement of the Engineering Industry Training Board (E.I.T.B).

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

---

**Engineering (Certificate I–III)**

**[New Apprenticeships]**

**Career Opportunities**

Prepare students for Traineeships, Apprenticeships or Production Training Programs.

**Course Objectives**

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

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

**Summary of Training Package qualifications**

<table>
<thead>
<tr>
<th>Training Package qualification</th>
<th>Minimum points required</th>
<th>Industrial competency</th>
<th>C level outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate I in Engineering</td>
<td>16</td>
<td>C15</td>
<td></td>
</tr>
<tr>
<td>Certificate II in Engineering</td>
<td>32</td>
<td>C12</td>
<td></td>
</tr>
<tr>
<td>Certificate III in Engineering (Production Technology)</td>
<td>64</td>
<td>C11</td>
<td></td>
</tr>
<tr>
<td>Certificate III in Engineering (Production Systems)(MEM30198)</td>
<td>96</td>
<td>C10</td>
<td></td>
</tr>
<tr>
<td>Certificate III in Engineering (Mechanical Trade)(MEM30298)**</td>
<td>96</td>
<td>C10</td>
<td></td>
</tr>
<tr>
<td>Certificate III in Engineering (Technician)(MEM30598)</td>
<td>Yr12+40</td>
<td>C9</td>
<td></td>
</tr>
<tr>
<td>or AQF III+12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Entry Requirements**

**Certificate I in Engineering(MEM10198)**

- Certificate II in Engineering (Production)(MEM20198) or (Production Technology)(MEM20298)

**Certificate III in Engineering (Production Systems)(MEM30198)**

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

**Certificate III in Engineering (Technician)(MEM30298)**

Either Certificate III in Engineering (Production Systems)(MEM30198) or Year 12.

**Certificate III in Engineering (Mechanical Trade)(MEM30298)**

Year 11 or 12 and current employment as an apprentice.

**Course Structure**

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

The three categories are:

- **Foundation Units** – competencies that are a necessary part of the skill profile of every job in the industry. Foundation competencies do not carry a points weighting, however they are necessary 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 and positions in the Metal and Engineering Industry.
- **Specialisation Units** – describe the diverse range of competencies needed across the industry. The Specialisation units are also divided into ‘bands’, with some overlap between them. Band B skills are more difficult than band A skills. Some Specialisation units are regarded both band A and Band B units.

**Foundation Units** – represents a range of competencies which may be used for career progression up to classification C8.

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

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

**Foundation and Core Competencies**

- **Foundation competency units**
  - MEM1.1F Undertake interactive workplace communication
  - MEM1.2F Apply principles of occupational health and safety in a work environment
  - MEM1.3F Apply quality procedures
  - MEM1.4F Plan to undertake a routine task

**Core competency units – Band 1**

At Certificate II in Engineering – Production (C12), the Foundation units and the C12 Core unit is needed.

The C12 Core unit is:

**MEM2.1C12** Apply quality systems

**Unit Weight Points**

<table>
<thead>
<tr>
<th>Total Core points at C12</th>
<th>Unit Weight Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
At Certificate II in Engineering – Production Technology (C11), the Foundation units, C12 Core unit and C11 Core units are required.

The C11 Core unit is:

- MEM2.2C11 Organise and analyse information 2
- MEM2.3C11 Operate in a work based team environment 2
- MEM2.4C11 Assist in the provision of on the job training 2
- MEM2.5C11 Measure with graduated devices 2

Add C12 Core points 2

Total Core points at C11 = 10

At Certificate III in Engineering – Trade/Production (C10), the Foundation units, C12 Core units, C11 Core units and C10 Core units are required.

The C10 Core unit is:

- MEM2.6C10 Plan a Complete Activity 4
- MEM2.7C10 Perform Computations – Basic 2
- MEM2.9C10 Perform Computer Operations 2
- MEM2.10C10 Perform Computations Add C12 and C11 Core points 2

Total Core points at C10 = 20

Core Competency Units – Band 2

Total of 16 points to be gained by C5 (see notes attached to qualifications above 96 points)

- MEM2.10C5 Write Reports 2
- MEM2.11C5 Research and Prepare Presentations and Reports 2
- MEM2.13C5 Perform Mathematical Computations 4
- MEM2.14C5A Use Graphical Techniques & Perform Simple Statistical Computations 2
- MEM2.15C5A Operate in an Autonomous Team Environment 2
- MEM2.16C5A Interpret Quality Specifications and Manuals 4

The C12, C11, C10 and C5 refer to industrial classifications

- For a complete list of the available Competency Standards refer to the Metal and Engineering Industry National Competency Standards – available through the teaching department.
- Competency standards units for Certificate III ‘Production’ and ‘Trade’ qualifications listed by Stream
- Units of at least 40 points value must be drawn from specified fields and/or units to obtain the particular stream outcome.
- Any combination may be selected from within a specified stream provided pre-requisite requirements are met.

Examples of Training Package Programs appropriate for a person working in Fitting and Machining

EXAMPLE ONE:
MEM30298 Certificate III in Engineering – Mechanical Trade

Foundation Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM1.1FA</td>
<td>Undertake interactive workplace communication</td>
</tr>
<tr>
<td>MEM1.2FA</td>
<td>Apply Principles OH&amp;S in work environment</td>
</tr>
<tr>
<td>MEM1.3FA</td>
<td>Apply quality procedures</td>
</tr>
<tr>
<td>MEM1.4FA</td>
<td>Plan to undertake a routine task</td>
</tr>
</tbody>
</table>

Core Units

- MEM2.1C12 Apply quality systems 2
- MEM2.2C11 Organise and analyse information 2
- MEM2.3C11 Operate in a work based team environment 2
- MEM2.4C11 Assist in the provision of on the job training 2
- MEM2.5C11 Measure with graduated devices 2
- MEM2.6C10 Plan a complete activity 4
- MEM2.7C10 Perform Computations – Basic 2
- MEM2.8C10 Perfo
MEM7.8 Perform grinding operations 4
MEM9.1A Draw and interpret sketch 2
MEM9.2A Interpret technical drawing 4
MEM12.1A Use comparison & basic measuring devices 2
MEM12.3A Precision mechanical measurement 2
MEM12.6A Mark out/off (general engineering) 4
Pre-requisites – 9.2A
MEM18.1AB Use hand tools 2
MEM18.2AA Use hand tools/hand held operations 2
MEM18.3AB Use tools for precision work 4
Pre-requisites – 18.2A
MEM18.5AA Bearings-fault Diagnose Installation & Removal 4
Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.5A, 18.6A
MEM18.6AA Dismantle/Repair/Replace/Assembly & Fit Engineering Components 6
Pre-requisites – 2.5C11, 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.5A
MEM18.18AB Maintain Pneumatic System Components 4
Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A
MEM18.19AA Maintain and Repair Pneumatic Systems 4
Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.5A, 18.18A
MEM18.20AB Maintain Hydraulic System Components 4
Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A
MEM18.21AA Maintain and Repair Hydraulic Systems 4
Pre-requisites – 9.1A, 9.2A, 18.1A, 18.2A, 18.3A, 18.6A, 18.20A
MEM18.55AA Dismantle, Replace & Assemble Engineering Components 3
Pre-requisites – 2.5C11, 9.1A, 18.1A, 18.2A
Total Points 97

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

Certificate IV in Engineering Technology (20018VIC)

Career Opportunities
Supervisors, Technicians

Course Objectives
The course aims to meet the needs of persons at, or aspiring to, the Metals and Engineering Award Classification C7. The course is also intended to have application to engineers and managers in both the public and private sectors, across all engineering streams and in small, medium and large enterprises.

Entry Requirements
To qualify for admission to the course, applicants must have completed the Certificate III in Engineering-Mechanical Trade(MEM30298) or Certificate III in Engineering-Fabrication Trade(MEM30398).

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

Course Duration
The course may be offered on a full-time basis over a period of 360 nominal hours or part-time equivalent.

Course Structure
The course requires completion of a range of modules drawn from a number of streams including:
• Fabrication;
• Mechanical.

There is no requirement for rigid adherence to any stream. A student may develop a course combining a range of modules to suit his/her preferred vocational outcome. This might include such occupational specialisations as training, human resource management or environmental engineering.

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

Fluid Power Stream
Code:
EB714 Electro Fluid Power Control 2*
EB755 Fluid Power System Project
NBB08 Electrical Fundamentals
NBB09 Hand and Power Tools
NBB13 Engineering Science
NM30 Fluid Power
NM31 Pneumatics 1
NM32 Hydraulics 1
NM33 Fluid Power Control 1*
NM34 Air Compression and Distribution
NM57 Hydraulics 2
NM58 Hydraulics 3*
NM59 Hydraulics 4*
NM60 Pneumatics 2
NM61 Pneumatics 3*
NM62 Pneumatics 4*
NM63 Fluid Power Control 2*

Industrial Maintenance Stream
EA711 Mechanical Drive Components
EA760 Lubrication
EA762 Mechanical Equipment
EA763 Vibration Monitoring Condition
NBB11 Mechanical components
NM15 Fitting Techniques 1
NM22 Mechanical Repair and Installation
NM23 Plant Condition Monitoring*
NM28 Fitting Techniques 2
NM29 Mechanical Power Transmission
NM39 Engines 1
NM42 Water Pumping
NM43 Pumps Applications and Installation

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

Numerical Control Stream
NM09 Computer Numerical Control Machining
NM10 Computer Numerical Control Turning
NM11 Computer Numerical Control Turning 2
NM12 Computer Numerical Control Milling 1
NM13 Computer Numerical Control Milling 2
NM81 CAM 1–Concepts*
NM82 CAM 2–2D Programming*
NM91 CAM 3–2D CNC Mill Operations*
NM92 CAM 4–CNC Lathe Operations*

* Dual status EA module, recognised as EA Level.
Advanced Diploma of Engineering Technology (20020VIC)
incorporating
Diploma of Engineering Technology (20019VIC) [Streams in Mechanical, Manufacturing and Mechatronics]

Career Opportunities
Technical Officer, Engineering Assistant.

Course Objectives
The Advanced Diploma of Engineering Technology provides high level training for the engineering industry at the engineering advanced level. The skills gained may be used in solving practical and theoretical problems, and supervising and training technical, trade and unskilled staff. Engineers or management are responsible to engineers or management for carrying out engineering operations and devising better practices to improve the quality of products and processes in workshops, research laboratories and in the field.

Entry Requirements
To qualify for admission to the course, applicants must have Year 11 or completion of the Certificate III in Engineering – Production Systems (MEM30198) or Certificate III in Engineering – Mechanical Trade (MEM30298) or Certificate III in Engineering – Fabrication Trade (MEM30398) or Certificate III in Engineering – Technician (MEM30598) or industrial training/experience or be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

Course Duration
Full-time – Two years (or 1 year after completion of Diploma)
Part time – Dependent on the number of modules undertaken each year.
Diploma – 600 hours
Advanced Diploma (Stages 1 and 2) – 1200 hours.

Course Structure
Stage 1 of the Advanced Diploma is the Diploma of Engineering Technology (15 modules). Stage 2 consists of 15 Advanced Diploma modules selected for the chosen area of specialisation. The 15 modules must include at least 9 EB designated modules and may include up to six additional Advanced Certificate (EA) modules. Basic Modules Recommended (Manufacturing and Mechanical)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA000</td>
<td>Basic Statistics</td>
</tr>
<tr>
<td>EA002</td>
<td>Engineering Maths A</td>
</tr>
<tr>
<td>EA003</td>
<td>Engineering Maths B</td>
</tr>
<tr>
<td>EA101</td>
<td>Materials Science</td>
</tr>
<tr>
<td>EA102</td>
<td>Science</td>
</tr>
<tr>
<td>EA027</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>EA030</td>
<td>Workteam Communications</td>
</tr>
<tr>
<td>EA032</td>
<td>Writing Technical Documents</td>
</tr>
<tr>
<td>EA040</td>
<td>OHS &amp; for Supervisors</td>
</tr>
<tr>
<td>EA050</td>
<td>Engineering Computing</td>
</tr>
<tr>
<td>EA060</td>
<td>Engineering Design Concepts</td>
</tr>
<tr>
<td>EA061</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>EA070</td>
<td>Engineering Organisations</td>
</tr>
<tr>
<td>EA080</td>
<td>Engineering Measurement</td>
</tr>
<tr>
<td>EA306</td>
<td>Gauge Design Concepts</td>
</tr>
<tr>
<td>EA701</td>
<td>Engineering Drawing (Detail)</td>
</tr>
<tr>
<td>EA710</td>
<td>Dimensional Metrology – Basic</td>
</tr>
<tr>
<td>EA741</td>
<td>Workshop Processes (Machine Shop)</td>
</tr>
<tr>
<td>EA775</td>
<td>Introduction to Metrology</td>
</tr>
<tr>
<td>EA790</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td>NM14</td>
<td>Robotics</td>
</tr>
<tr>
<td>NM160</td>
<td>Engineering Organisations</td>
</tr>
<tr>
<td>NM161</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>NM162</td>
<td>Engineering Organisations</td>
</tr>
<tr>
<td>NM163</td>
<td>Engineering Measurement</td>
</tr>
<tr>
<td>NM164</td>
<td>Gauge Design Concepts</td>
</tr>
<tr>
<td>NM165</td>
<td>Engineering Drawing (Detail)</td>
</tr>
<tr>
<td>NM166</td>
<td>Dimensional Metrology – Basic</td>
</tr>
<tr>
<td>NM167</td>
<td>Workshop Processes (Machine Shop)</td>
</tr>
<tr>
<td>NM168</td>
<td>Introduction to Metrology</td>
</tr>
<tr>
<td>NM169</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td>NM170</td>
<td>Robotics</td>
</tr>
</tbody>
</table>
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC)

[Streams in Mechanical, Manufacturing and Mechatronics]

Career Opportunities
Principal Technical Officer, Trainer, Supervisor, Coordinator.

Course Objectives
The Advanced Diploma of Engineering (Principal Technical Officer)(14309VIC) aims to meet the needs of persons at, or aspiring to the Metals and Engineering Award Classification C2 level.

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

- Year 11 or completion of the Certificate III in Engineering – Production Systems (MEM30198)
- Certificate III in Engineering – Mechanical Trade (MEM30298)
- Certificate III in Engineering – Fabrication Trade (MEM30398)
- Certificate III in Engineering – Technician (MEM30598)
- Industrial training/experience
- Be of mature age and assessed by the Head of Department as being capable of successfully completing the course.

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

Course Duration
Full time – One year

Part time – Dependent upon number of modules undertaken each year.

Course Structure
The Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) consists of 15 modules of nominally 40 hours duration each, additional to modules completed in the Advanced Diploma and Diploma.

Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC) Level Modules (either technical or non technical): 6 modules (240 hrs) minimum.

Research Project: 1–3 modules

Advanced Diploma of Engineering Technology (Mechanical, Manufacturing, Mechatronics and Civil Streams) (minimum of 600 hours required) (14309VIC) Level Modules (either technical or non technical): 6 modules (240 hrs) minimum.

Research Project: 1–3 modules

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY MODULES:
Six maximum (240 hours)

Advanced Diploma Of Engineering Technology (Principal Technical Officer)(14309VIC) Level Modules (minimum of 240 hours in this group)

Mechanical/Manufacturing Stream

ED058 Intro to Financial Management 60
ED053 Intro to Environment Management 60
ED060 Improving Workplace Performance 60
ED003 Design 3A – Prod and Mech Plant 60
ED008 Fluid Power Design 2 80
ED010 Product Liability & Product Recall Management 40
ED009 Installation and Commissioning 40
ED011 Reliability and Prototype Testing 40
ED043 Total Quality Management (TQM) 60
ED049 Advanced Engineering Maths A 60
ED055 Project Management 80
ED050 Advanced Engineering Maths B 60
ED051 Physics A 60
ED052 Physics B 60

CODE  HOURS
ED046 Research Project A 40
ED047 Research Project B 40
ED048 Research Project C 40
ED062 Research Project D 20

Advanced Diploma Of Engineering Technology (Principal Technical Officer) Level Modules (minimum of 240 hours in this group)
Mechanical/Manufacturing Stream

ED058 Intro to Financial Management 60
ED053 Intro to Environment Management 60
ED060 Improving Workplace Performance 60
ED003 Design 3A – Prod and Mech Plant 60
ED008 Fluid Power Design 2 80
ED010 Product Liability & Product Recall Management 40
ED011 Reliability and Prototype Testing 40
ED043 Total Quality Management (TQM) 60
ED049 Advanced Engineering Maths A 60
ED055 Project Management 80
ED050 Advanced Engineering Maths B 60
ED051 Physics A 60
ED052 Physics B 60

Contact Department for details on Mechatronics stream.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate II in Automotive Manufacturing (AUM20100)

Career Opportunities
Vehicle Manufacturing Industry.

Course Objectives
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

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

Course Structure
The structure of the course is:

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUM9001A</td>
<td>Monitor and maintain workplace environment</td>
<td>20</td>
</tr>
<tr>
<td>AUM9002A</td>
<td>Quality Management</td>
<td>40</td>
</tr>
<tr>
<td>AUM9003A</td>
<td>Quality Control and Computing</td>
<td>40</td>
</tr>
<tr>
<td>AUM9004A</td>
<td>Quality Manual Development Writing</td>
<td>40</td>
</tr>
<tr>
<td>AUM9005A</td>
<td>Managing CAD Systems</td>
<td>40</td>
</tr>
<tr>
<td>AUM9006A</td>
<td>Engineering Management</td>
<td>40</td>
</tr>
<tr>
<td>AUM9007A</td>
<td>Critical Path and Project Analysis</td>
<td>40</td>
</tr>
<tr>
<td>AUM9008A</td>
<td>Project Planning and Control</td>
<td>20</td>
</tr>
<tr>
<td>AUM9009A</td>
<td>Computer Graphics</td>
<td>40</td>
</tr>
<tr>
<td>AUM9010A</td>
<td>Computer Systems Management</td>
<td>40</td>
</tr>
<tr>
<td>AUM9011A</td>
<td>Production Planning and Control</td>
<td>20</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Automotive Manufacturing - Frontline Management (AUM30100)

Career Opportunities
Vehicle Manufacturing Industry.

Course Objectives
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

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

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

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

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

Course Structure
The structure of the course is:

BSXFMI301A Manage personal work priorities and professional development
BSXFMI302A Provide leadership in the workplace
BSXFMI303A Establish and manage effective workplace relationships
BSXFMI305A Manage operations to achieve planned outcomes
BSXFMI308A Develop and maintain a safe workplace environment

A minimum of two units (together totalling at least 80 nominal hours) are selected by the student, with the approval of the Head of Department.

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

Certificate IV in Automotive Manufacturing - Manufacturing Maintenance (AUM40200)

Career Opportunities
Vehicle Manufacturing Industry.

Course Objectives
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

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

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

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

Course Structure
The structure of the course is:

- A maximum of six units from -
  - AUM1601A Install plant, equipment or systems – basic 50
  - AUM1701A Test components of plant, tooling, equipment or systems – basic 40
  - AUM1801A Test plant, tooling, equipment or systems – basic 70
  - AUM2101A Maintain plant, tooling, equipment or systems – basic 80
  - AUM2201A Repair plant, tooling, equipment or systems – basic 80

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

Certificate IV in Automotive Manufacturing - Frontline Management (AUM40100)

Career Opportunities
Vehicle Manufacturing Industry.

Course Objectives
The course aims to provide students with training in the vehicle manufacturing industry and to enable employment/progression in respective manufacturing areas.

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

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

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

Course Structure
The structure of the course is:

- A maximum of six units from -
  - AUM00, Australian National Training Authority, 2000;

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

SCHOOL OF ENGINEERING, SCIENCE AND INDUSTRIAL SKILLS

AUM9005A Monitor and maintain continuous improvement of systems and processes
AUM9006A Monitor and maintain equipment, tools and machinery
AUM9007A Manage personal work priorities
AUM9008A Manage effective workplace relationships
AUM9009A Work effectively with others in teams.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
AUM231A Manufacture or modify plant, tooling, equipment or systems – basic 75
AUM241A Apply quality assurance techniques – basic 60
AUM321A Plan, organise and coordinate work activities in a team – basic 40
AUM4601A Monitor computers and computerized equipment using displays – basic 70
AUM601A Assess competence – basic 40

(ii) A minimum of three units from -
AUM1602A Install plant, equipment or systems–advanced 55
AUM1702A Test components of plant, tooling, equipment or systems – advanced 60
AUM1802A Test plant, tooling, equipment or systems – advanced 90
AUM2102A Maintain plant, tooling, equipment or systems – advanced 90
AUM2202A Repair plant, tooling, equipment or systems – advanced 75
AUM2302A Manufacture or modify plant, tooling, equipment or systems – advanced 85
AUM2402A Apply quality assurance techniques–advanced 60
AUM3202A Plan, organise and coordinate work activities in a team – advanced 40
AUM4702A Program and monitor PLCs, robots and other computerised equipment–advanced 60
AUM5802A Communicate information – advanced 80
AUM6002A Assess competence – advanced 40

(iii) a maximum of four units from-
MEM18.18AA Maintain pneumatic system components 60
MEM18.19AA Maintain and repair pneumatic systems 90
MEM18.20AA Maintain hydraulic components 80
MEM18.21AA Maintain and repair hydraulic systems 70

which units are to be selected by the student with the approval of the Head of Department.

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

**Department of Science and Food Technology**

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12883VIC</td>
<td>Certificate II in Science Bridging (12883VIC)</td>
</tr>
<tr>
<td>12884VIC</td>
<td>Certificate III in Science Bridging (12884VIC)</td>
</tr>
<tr>
<td>QLD3757</td>
<td>Certificate III in Animal Technology (QLD3757)</td>
</tr>
<tr>
<td>2411ARC</td>
<td>Certificate IV in Animal Technology (2411ARC)</td>
</tr>
<tr>
<td>QLD3522</td>
<td>Diploma of Applied Science (Animal Technology) (QLD3522)</td>
</tr>
<tr>
<td>RUV20198</td>
<td>Certificate II in Animal Studies (RUV20198)</td>
</tr>
<tr>
<td>RUV30198</td>
<td>Certificate III in Animal Studies (RUV30198)</td>
</tr>
<tr>
<td>RUV40198</td>
<td>Certificate IV in Veterinary Nursing (RUV40198)</td>
</tr>
<tr>
<td>PML0199</td>
<td>Certificate III in Laboratory Skills (PML0199)</td>
</tr>
<tr>
<td>PML0199</td>
<td>Certificate IV in Laboratory Techniques (PML0199)</td>
</tr>
<tr>
<td>PML0199</td>
<td>Diploma of Laboratory Technology (PML0199)</td>
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<tr>
<td>PML0199</td>
<td>Diploma of Laboratory Technology (PML0199)</td>
</tr>
<tr>
<td>RUIH10198</td>
<td>Certificate I in Horticulture (RUIH10198)</td>
</tr>
<tr>
<td>RUH20298</td>
<td>Certificate II in Horticulture (Arboriculture) (RUH20298)</td>
</tr>
<tr>
<td>RUH20398</td>
<td>Certificate II in Horticulture (Floriculture) (RUH20398)</td>
</tr>
<tr>
<td>RUH20498</td>
<td>Certificate II in Horticulture (Landscape) (RUH20498)</td>
</tr>
<tr>
<td>RUH20598</td>
<td>Certificate II in Horticulture (Nursery) (RUH20598)</td>
</tr>
<tr>
<td>RUH20698</td>
<td>Certificate II in Horticulture (Parks &amp; Gardens) (RUH20698)</td>
</tr>
<tr>
<td>FDF10398</td>
<td>Certificate I in Food Processing (Plant Baking) (FDF10398)</td>
</tr>
<tr>
<td>FDF20398</td>
<td>Certificate II in Food Processing (Plant Baking) (FDF20398)</td>
</tr>
<tr>
<td>FDF30398</td>
<td>Certificate III in Food Processing (Plant Baking) (FDF30398)</td>
</tr>
</tbody>
</table>

Some unit details are listed under the Module/Unit Details section of this Handbook.
Certificate III in Science Bridging (12884VIC)

Career Opportunities

Further Study.

Course Objective

This course aims to develop the knowledge and skills of students wishing to enter a TAFE course or undertake VCE.

Entry Requirements

To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration

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

Course Structure

For the Certificate III in Science Bridging (12884VIC), a student must satisfactorily complete:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD738</td>
<td>20</td>
<td>Preparatory Mathematics</td>
</tr>
<tr>
<td>VBD739</td>
<td>20</td>
<td>Introductory Mathematics for Science</td>
</tr>
<tr>
<td>VBD740</td>
<td>50</td>
<td>Mathematics 1</td>
</tr>
<tr>
<td>VBD741</td>
<td>50</td>
<td>Mathematics 2</td>
</tr>
<tr>
<td>VBD745</td>
<td>20</td>
<td>Study Skills</td>
</tr>
<tr>
<td>VBD746</td>
<td>60</td>
<td>Reading and Writing for Science</td>
</tr>
</tbody>
</table>

• All modules in 2 of the 3 science streams (Chemistry, Physics and Biology – total of 320 hours)

• A minimum 140 hours of modules from the third science stream, mathematics extension modules, Job Seeking Skills or computing stream modules, for a total of at least 700 hours.

Chemistry Stream Modules

VBD725  Atomic Structure  50
VBD726  Solution Chemistry and Stoichiometry  40
VBD727  Organic Chemistry and Properties of Materials  20
VBD728  Ionic Theory  50

Physics stream modules

VBD729  S.I. Units and Measurement  10
VBD730  Waves and Optics  30
VBD731  Kinematics  40
VBD732  Dynamics and Energy  40
VBD733  Electricity  40

Biology stream modules

VBD734  Cell Biology  40
VBD735  Human Anatomy and Physiology  40
VBD736  Introductory Genetics  40
VBD737  Environmental Science  40

Mathematics stream modules

VBD738  Preparatory Mathematics  20
VBD739  Introductory Mathematics for Science  20
VBD740  Mathematics 1  50
VBD741  Mathematics 2  50
VBD742  Mathematics Extension 1  50
VBD743  Mathematics Extension 2  50
VBD744  Mathematics Extension 3  50

Learning skills module

VBD745  Study Skills  20

Communications stream modules

NCS003  Job Seeking Skills  20
NCS015  Presenting Reports  20
VBD746  Reading and Writing for Science  60

Computer stream modules

AAA630  Computer Fundamentals  25
AAA631  Scientific Spreadsheet Applications  25
AAA632  Scientific Database Applications  25

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Animal Technology  
(QLD3757)

Career Opportunities
Animal Carer.

Course Objective
This course aims to provide an accredited program of training for people wishing to pursue a career in a range of animal care facilities and environments associated with husbandry. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of animal carer.

Entry Requirements
To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration
The course is offered on a part-time basis (three days per week) over 12 months.

Course Structure
Students are required to complete all 10 core subjects and 80 hours of electives.

Students intending to continue onto Certificate IV in Animal Technology(2411ARC) will also need to complete Introductory Mathematics and Bridging Science.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA600</td>
<td>Science Industry Orientation</td>
<td>20</td>
</tr>
<tr>
<td>AAA601</td>
<td>Work Placement A</td>
<td>50</td>
</tr>
<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
<td>25</td>
</tr>
<tr>
<td>AAA650</td>
<td>Laboratory Animal Husbandry</td>
<td>40</td>
</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 Operation and Hygiene</td>
<td>40</td>
</tr>
<tr>
<td>AAA654</td>
<td>Animal Ethics and Welfare</td>
<td>25</td>
</tr>
<tr>
<td>AAA656</td>
<td>Animal Anatomy and Physiology</td>
<td>25</td>
</tr>
<tr>
<td>NCS002</td>
<td>Writing Skills for Work</td>
<td>20</td>
</tr>
</tbody>
</table>

Electives
AAA640 Introductory Mathematics 50
AAA655 Practical Animal Breeding 40
NCS003 Job Seeking Skills 20
SB04 Customer Relations 20
SB05 Time Management 10
VAD065 Husbandry of Birds 20
VAF553 Bridging Science 50
VBA228 Husbandry of Native Animals 20
VBA229 Reptile and Amphibian Care 20
VBA230 Fish Health 20
VBA232 Dog and Cat Breeding 25
VBA233 Pet Shop Management 30

Total course duration 405 hours

Supervised work experience 160 hours

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

Certificate IV in Animal Technology  
(2411ARC)

Career Opportunities
Animal technical assistant, animal attendant.

Course Objective
This course aims to provide an accredited program of training for people wishing to pursue a career involving the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of Technical Assistant.

Entry Requirements
To qualify for admission to the course, applicants generally must have
- successfully completed an approved course of study at Year 12 level or
- equivalent with studies in English and Biology, or be of mature age and be assessed as being capable of successfully completing the course.

Course Duration
The course is offered on a full-time basis over 12 months or part-time equivalent.

Course Structure
Students are required to complete all 21 core modules as well as any necessary introductory modules.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA600</td>
<td>Science Industry Orientation</td>
<td>20</td>
</tr>
<tr>
<td>AAA601</td>
<td>Work Placement B</td>
<td>50</td>
</tr>
<tr>
<td>AAA603</td>
<td>Occupational Health and Safety</td>
<td>40</td>
</tr>
<tr>
<td>AAA620</td>
<td>Principles of Instrumentation</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>
<td>40</td>
</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 Operation and Hygiene</td>
<td>40</td>
</tr>
<tr>
<td>AAA654</td>
<td>Animal Ethics and Welfare</td>
<td>25</td>
</tr>
<tr>
<td>AAA655</td>
<td>Animal Laboratory Techniques</td>
<td>40</td>
</tr>
<tr>
<td>AAA656</td>
<td>Animal Laboratory Techniques</td>
<td>40</td>
</tr>
<tr>
<td>AAA657</td>
<td>Animal Health</td>
<td>40</td>
</tr>
<tr>
<td>AAA702</td>
<td>Biological Techniques B</td>
<td>50</td>
</tr>
<tr>
<td>AAA709</td>
<td>Anatomy and Physiology I</td>
<td>45</td>
</tr>
<tr>
<td>AAA710</td>
<td>Anatomy and 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>
<td>20</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
<td>20</td>
</tr>
</tbody>
</table>

Total course duration 750 hours

Supervised work experience 160 hours

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Applied Science (Animal Technology) (QLD 3522)

Career Opportunities
Senior Technical Officer, animal house manager.

Course Objective
This course aims to provide an accredited program of training for people wishing to pursue a career in the care and use of animals in a range of environments including biomedical research, welfare, primary production and education. The level of training provided by this course is to the degree of competence required by a person entering the occupational level of Technical Officer.

Entry Requirements
Entry prerequisites for this course are, completion of Certificate IV in Animal Technology and evidence that the applicant has access to adequate industry experience to complete the course. This may be paid or voluntary work.

Course Duration
The course is usually offered over two years part-time post Certificate IV in Animal Technology.

Course Structure
Core Modules
- Code: AAA601
  - Work Placement C
  - Hours: 50
- Code: AAA604
  - Practical Project
  - Hours: 50
- Code: AAA631
  - Scientific Spreadsheet Applications
  - Hours: 25
- Code: AAA632
  - Scientific Database Applications
  - Hours: 25
- Code: AAA642
  - Statistics and Methods of Sampling
  - Hours: 40
- Code: AAA658
  - Animal Behaviour
  - Hours: 40
- Code: AAA659
  - Animal Surgical Techniques
  - Hours: 60
- Code: AAA660
  - Animal House Management
  - Hours: 60
- Code: AAA661
  - Animal Nutrition
  - Hours: 40
- Code: AAA667
  - Animal Practical Skills Book
  - Hours: 10
- Code: AAA712
  - General Microbiology
  - Hours: 40
- Code: NCS005
  - Dealing with Conflict
  - Hours: 20
- Code: NCS009
  - Negotiation Skills
  - Hours: 20

Elective Modules
- Code: AAA643
  - Statistics and Methods of Quality Assurance
  - Hours: 40
- Code: AAA662
  - Husbandry of Less Common Species
  - Hours: 40
- Code: AAA663
  - Artificial Breeding Techniques
  - Hours: 40
- Code: AAA664
  - Animal House Design
  - Hours: 30
- Code: AAA665
  - Animal Disease
  - Hours: 40
- Code: AAA666
  - Barrier Maintained Animals
  - Hours: 40
- Code: AAA705
  - Biochemistry 1
  - Hours: 40
- Code: AAA711
  - Genetics
  - Hours: 40
- Code: AAA720
  - Vertebrate Zoology
  - Hours: 50
- Code: AAA721
  - Invertebrate Zoology
  - Hours: 50
- Code: AAA724
  - Ecological Principles
  - Hours: 50
- Code: AAA725
  - Ecological Techniques
  - Hours: 50
- Code: AAA854
  - First Aid
  - Hours: 25

A maximum 100 hours of other electives at an appropriate level.

Certificate II in Animal Studies (RU20198)

Career Opportunities
Veterinary receptionist, animal attendant

Course Objectives
The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic whilst under direction and supervision.

Entry Requirements
To qualify for admission to the course applicants must have successfully completed an approved year 10 or equivalent, preferably including English and Science or be of mature age with a basic understanding of the animal care industry and assessed by the Head of Department as being capable of completing the course. Applicants must have regular access to a veterinary clinic, either paid or voluntary.

Course Duration
This course may be offered on a part-time basis over 16 weeks (152 nominal hours).

Course Structure
Students are required to complete all eight competencies.

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU20198A</td>
<td>Carry out reception duties</td>
<td>20</td>
</tr>
<tr>
<td>RU20198B</td>
<td>Carry out daily clinic routines</td>
<td>20</td>
</tr>
<tr>
<td>RU20198C</td>
<td>Carry out surgery preparations</td>
<td>20</td>
</tr>
<tr>
<td>RU20198D</td>
<td>Follow clinic occupational health and safety procedures</td>
<td>20</td>
</tr>
<tr>
<td>RU20198E</td>
<td>Use hazardous substances safely</td>
<td>20</td>
</tr>
<tr>
<td>RU20198F</td>
<td>Communicate in the workplace</td>
<td>20</td>
</tr>
<tr>
<td>RU20198G</td>
<td>Act to minimize emergencies and respond to a variety of situations</td>
<td>20</td>
</tr>
<tr>
<td>RU20198H</td>
<td>Plan daily work routines</td>
<td>12</td>
</tr>
</tbody>
</table>

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

Certificate III in Animal Studies (RU30190)

Career Opportunities
Veterinary receptionist, animal attendant

Course Objectives
The aim of this course is to provide vocational training for people caring for a range of animals on a daily basis in a veterinary clinic whilst under direction and supervision.

Entry Requirements
To qualify for admission to the course applicants must have successfully completed the Certificate II in Animal Studies (RU20198) or equivalent. Applicants must be working in a veterinary clinic.

Course Duration
This course may be offered on a part-time basis over 16 weeks (220 nominal hours).

Course Structure
Students are required to complete all seven modules.

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU30190A</td>
<td>Carry out patient admission and discharge</td>
<td>40</td>
</tr>
<tr>
<td>RU30190B</td>
<td>Apply radiographic routines</td>
<td>30</td>
</tr>
<tr>
<td>RU30190C</td>
<td>Apply clinic pathology support procedures</td>
<td>15</td>
</tr>
<tr>
<td>RU30190D</td>
<td>Provide clinic and administration support</td>
<td>10</td>
</tr>
<tr>
<td>RU30190E</td>
<td>Carry out surgical nursing routines</td>
<td>40</td>
</tr>
<tr>
<td>RU30190F</td>
<td>Provide animal care</td>
<td>65</td>
</tr>
<tr>
<td>RU30190G</td>
<td>Apply specific clinic routines</td>
<td>20</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Veterinary Nursing (RUV40198)

Career Opportunities
Veterinary nurse

Course Objective
The aim of this course is to provide vocational training for people providing nursing care for a range of animals on a daily basis in a veterinary clinic.

Entry Requirements
To qualify for admission to the course applicants must have successfully completed Certificate III in Animal Studies (RUV30198) or equivalent. Applicants must be working in a veterinary clinic.

Course Duration
This course is offered on a part-time basis over 16 weeks (170 nominal hours).

Course Structure
Students are required to complete all five modules.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUVVEN401A</td>
<td>30</td>
</tr>
<tr>
<td>RUVVEN402A</td>
<td>20</td>
</tr>
<tr>
<td>RUVVEN403A</td>
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<tr>
<td>RUVVEN404A</td>
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</tr>
<tr>
<td>RUVVEN405A</td>
<td>70</td>
</tr>
</tbody>
</table>

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

Certificate III in Laboratory Skills (PML30199)

Career Opportunities
Laboratory assistant

Course Objectives
The course aims to provide participants with the skills and knowledge required to function effectively in the role of a laboratory assistant in a science laboratory setting.

Entry Requirements
To qualify for admission to this course students must have completed a year 9/10 program or equivalent.

Course Duration
The course is offered on a part-time basis over 12 months (435-540 nominal hours).

Course Structure
The structure of the course as follows:

<table>
<thead>
<tr>
<th>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>
<td>30</td>
</tr>
<tr>
<td>PMLOHS300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLORG300A</td>
<td>20</td>
</tr>
<tr>
<td>PMLQUAL300A</td>
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</tr>
<tr>
<td>PMLTEST302A</td>
<td>50</td>
</tr>
</tbody>
</table>

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

Certificate IV in Laboratory Techniques (PML40199)

Career Opportunities
Technical assistant

Course Objectives
The course aims to provide participants with the skills and knowledge required to function effectively in the role of a technical assistant in a science laboratory setting.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 3 or equivalent.

Course Duration
This course is offered on a full-time basis over 12 months (920-1080 nominal hours) or part-time equivalent.

Course Structure
The structure of the course as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLCOM300A</td>
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</tr>
<tr>
<td>PMLDATA300A</td>
<td>70</td>
</tr>
<tr>
<td>PMLMAIN300A</td>
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<tr>
<td>PMLOHS300A</td>
<td>40</td>
</tr>
<tr>
<td>PMLORG300A</td>
<td>20</td>
</tr>
<tr>
<td>PMLQUAL401A</td>
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<td>PMLTEST302A</td>
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<td>PMLTEST400A</td>
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<td>PMLTEST401A</td>
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<td>PMLTEST402A</td>
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</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Laboratory Technology (PML50199)

Diploma of Laboratory Technology (Process Manufacturing Testing) (PML50199)

Diploma of Laboratory Technology (Pathology Testing) (PML50199)

Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)

Diploma of Laboratory Technology (Food Testing) (PML50199)

Career Opportunities

Laboratory Technician

Entry Requirements

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to the relevant competence levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration

This course is offered on a full-time basis over 2 years (1090–1645 nominal hours) or part-time equivalent.

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>PMLDATA300A</td>
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<tr>
<td>PMLMAIN300A</td>
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<tr>
<td>PMLOH5300A</td>
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<tr>
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<td>PMLQUAL401A</td>
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<tr>
<td>PMLTEAM401A</td>
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<td>PMLTEST300A</td>
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<tr>
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<td>PMLTEST506A</td>
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</tr>
<tr>
<td>PMLTEST507A</td>
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</tr>
</tbody>
</table>

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

Diploma of Laboratory Technology (Process Manufacturing Testing) (PML50199)

Career Opportunities

Manufacturing Laboratory Technician

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a process manufacturing testing science laboratory setting.

Course Structure

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST301A</td>
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<tr>
<td>PMLTEST305A</td>
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<tr>
<td>PMLTEST501A</td>
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<tr>
<td>PMLTEST502A</td>
<td>135</td>
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<tr>
<td>PMLTEST503A</td>
<td>150</td>
</tr>
<tr>
<td>PMLTEST504A</td>
<td>130</td>
</tr>
</tbody>
</table>

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

Diploma of Laboratory Technology (Pathology Testing) (PML50199)

Career Opportunities

Medical Laboratory Technician

Course Objectives

The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a pathology testing science laboratory setting.

Course Structure

Students must complete all core modules listed above, plus the following additional core modules for this diploma:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST301A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST501A</td>
<td>140</td>
</tr>
<tr>
<td>PMLTEST502A</td>
<td>135</td>
</tr>
<tr>
<td>PMLTEST503A</td>
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</tr>
<tr>
<td>PMLTEST504A</td>
<td>130</td>
</tr>
</tbody>
</table>

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

Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)

Career Opportunities

Biological Laboratory Technician

Course Structure

Core Modules

Students must complete all core modules as listed above.

Elective Modules

Seven electives selected by the student, with the approval of the Head of Department.
**Course Objectives**
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a biological and environmental science laboratory setting.

**Course Structure**
Students must complete all core modules listed above, plus the following additional core modules for this diploma:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST300A</td>
<td>80</td>
</tr>
<tr>
<td>PMLTEST401A</td>
<td>120</td>
</tr>
<tr>
<td>PMLQUAL400A</td>
<td>60</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST500A</td>
<td>140</td>
</tr>
<tr>
<td>PMLTEST501A</td>
<td>200</td>
</tr>
<tr>
<td>PMLTEST506A</td>
<td>200</td>
</tr>
</tbody>
</table>

**Elective Modules**
Two electives selected by the student with the approval of the Head of Department.

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

**Diploma of Laboratory Technology (Food Testing)(PML50199)**

**Career Opportunities**
Quality Assurance Laboratory Technician

**Course Objectives**
The course aims to provide participants with the skills and knowledge required to work as laboratory technicians conducting complex tests in a food testing science laboratory setting.

**Course Structure**
Students must complete all core modules listed above, plus the following additional core modules for this diploma:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMLTEST300A</td>
<td>60</td>
</tr>
<tr>
<td>PMLTEST401A</td>
<td>120</td>
</tr>
<tr>
<td>PMLQUAL400A</td>
<td>60</td>
</tr>
<tr>
<td>PMLTEST305A</td>
<td>40</td>
</tr>
<tr>
<td>PMLTEST500A</td>
<td>140</td>
</tr>
<tr>
<td>PMLTEST501A</td>
<td>200</td>
</tr>
<tr>
<td>PMLQUAL500A</td>
<td>50</td>
</tr>
</tbody>
</table>

**Elective Modules**
Two electives selected by the student with the approval of the Head of Department.

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

**Advanced Diploma of Laboratory Operations(PML60199)**

**Career Opportunities**
Senior technical officer, laboratory technician, laboratory supervisor

**Course Objectives**
The course aims to provide participants with the skills and knowledge required to work as senior technical officers, laboratory technicians or laboratory supervisors responsible for planning, allocation of tasks, coordination, quality assurance, and the recording and reporting of laboratory outputs in a science laboratory setting.

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed one of the following:
- Diploma of Laboratory Technology(PML50199),
- Diploma of Laboratory Technology (Process Manufacturing Testing)(PML50199),
- Diploma of Laboratory Technology (Pathology Testing)(PML50199),
- Diploma of Laboratory Technology (Biological and Environmental Testing)(PML50199),
- Diploma of Laboratory Technology (Food Testing)(PML50199),
- or equivalent.

**Course Duration**
This course may be offered on a full-time basis over 1 year (460-520 nominal hours) or part-time equivalent.

- **Core Modules**
  - PMLCOM500A Provide information to customers 30
  - PMLCOM600A Develop and maintain laboratory documentation 30
  - PMLQUAL400A Maintain quality system and continuous improvement processes within work/functional area 50

- **Elective Modules**
  - Four electives are selected by the student with the approval of the Head of Department.
  
  Some module descriptors are listed under the Module/Unit Details section of this Handbook.

**Certificate I in Horticulture (RUH10198)**

**Career Opportunities**
This course aims to provide vocational training for people working under supervision in the horticulture industry.

**Course Objective**
The Certificate I in Horticulture(RUH10198) aims to:
- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

**Entry Requirements**
There are no formal entry requirements for the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
The course is offered on a part-time basis over 110-114 nominal hours.

Course Structure
The structure of the course is as follows -

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUHCORE1A Meet Industry requirements</td>
<td>10</td>
</tr>
<tr>
<td>RUHCORE2A Meet Workplace health &amp; safety requirements</td>
<td>10</td>
</tr>
<tr>
<td>RUHCORE3A Use hazardous substances safely</td>
<td>10</td>
</tr>
<tr>
<td>RUHCORE4A Cooperate in the workplace</td>
<td>10</td>
</tr>
<tr>
<td>RUHCORE5A Act in an emergency</td>
<td>10</td>
</tr>
<tr>
<td>RUHCORE6A Plan daily work routine</td>
<td>10</td>
</tr>
</tbody>
</table>

Plus 5 points (50–54 nominal hours) in total at AQF levels 1 or 2 from Horticulture units of competency selected by the student, with the approval of the Head of Department.

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

Certificate II in Horticulture (Arboriculture) (RUH 20298)
Certificate II in Horticulture (Floriculture) (RUH 20398)
Certificate II in Horticulture (Landscape) (RUH 20498)
Certificate II in Horticulture (Nursery) (RUH 20598)
Certificate II in Horticulture (Parks & Gardens) (RUH 20698)
Certificate II in Horticulture (Production) (RUH 20898)
Certificate II in Horticulture (Turf Management) (RUH 20798)

Career Opportunities
This course aims to provide vocational training for people working under supervision in the horticulture industry.

Course Objectives
The Certificate II in Horticulture (RUH 20298-RUH 20798) aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements
Access to the course is not limited on the basis of age, gender, social or educational background. However, participants should have an interest in the horticulture industry.

Course Duration
The course is offered on a part-time basis over 390 nominal hours.

Certificate III in Horticulture (RUH 30198)

Career Opportunities
This course aims to provide vocational training for people working with minimal supervision in the horticulture industry.

Course Objective
The Certificate III in Horticulture (RUH 30198) aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements
There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course is offered on a full-time basis over 740–885 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRTCORE1 Meet Industry requirements</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE2 Meet Workplace health &amp; safety requirements</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE3 Use hazardous substances safely</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE4 Cooperate in the workplace</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE5 Act in an emergency</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE6 Plan daily work routine</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units
(i) Plus 30 points (650–695 nominal hours) in total at AQF levels 3 or 4 from the Horticulture units of competency selected by the student, with the approval of the Head of Department, from one, or amongst more than one, of the following streams:

- Arboriculture
- Floriculture
- Landscape
Certificate III in Occupational Health & Safety (QLD 1893)

Career Opportunities
Occupational Health and Safety representative.

Course Objective
This course aims to provide participants with an overview to a range of skills within the area of Occupational Health and Safety.

Entry Requirements
To qualify for admission to the course, applicants generally must have had current or previous experience in an industrial setting and have an appreciation of occupational health and safety in the workplace, or be of mature age and be assessed as being capable of successfully completing the course.

Course Duration
The course is offered on a one-year part-time basis. Recognition of prior learning may be granted for certain subjects.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD500</td>
<td>Occupational Health and Safety Fundamentals 60</td>
</tr>
<tr>
<td>ABD501</td>
<td>Occupational Hygiene 1 40</td>
</tr>
<tr>
<td>ABD502</td>
<td>Rehabilitation and Workers Compensation 1 20</td>
</tr>
<tr>
<td>ABD503</td>
<td>Hazardous Substances 30</td>
</tr>
<tr>
<td>ABD504</td>
<td>Occupational Health and Safety Law 20</td>
</tr>
<tr>
<td>ABD505</td>
<td>Workplace Health-Human Body [Elective] 40</td>
</tr>
<tr>
<td>ABD506</td>
<td>Industrial Placement 1 [Elective] 40</td>
</tr>
<tr>
<td>NCS005</td>
<td>Dealing with Conflict 20</td>
</tr>
<tr>
<td>NCS007</td>
<td>Presenting Information 20</td>
</tr>
<tr>
<td></td>
<td>Total Core Hours 210</td>
</tr>
<tr>
<td></td>
<td>Total Elective Hours 140</td>
</tr>
<tr>
<td></td>
<td>Total Course Hours 350</td>
</tr>
</tbody>
</table>

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

Certificate IV in Occupational Health & Safety (QLD 1892)

Career Opportunities
Occupational Health and Safety officer.

Course Objective
This course aims to provide an accredited program of training for people wishing to pursue a career in the area of Occupational Health and Safety.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed the Certificate III in Occupational Health & Safety(QLD1893).

Course Duration
The course is offered on a part-time basis over two semesters, post Certificate III in Occupational Health and Safety(QLD1893).

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD530</td>
<td>Occupational Hygiene 2 40</td>
</tr>
<tr>
<td>ABD531</td>
<td>Engineering Controls 30</td>
</tr>
<tr>
<td>ABD532</td>
<td>Resolution of Occupational Health &amp; Safety Issues 20</td>
</tr>
<tr>
<td>ABD533</td>
<td>Occupational Health &amp; Safety Statistics 20</td>
</tr>
<tr>
<td>ABD534</td>
<td>Fire Safety Management [Elective] 40</td>
</tr>
<tr>
<td>ABD535</td>
<td>Ergonomics 1 [Elective] 40</td>
</tr>
<tr>
<td>NCS009</td>
<td>Negotiation Skills 20</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports 20</td>
</tr>
<tr>
<td></td>
<td>Total Core Hours 150</td>
</tr>
<tr>
<td></td>
<td>Total Elective Hours 100</td>
</tr>
<tr>
<td></td>
<td>Total Course Hours 250</td>
</tr>
</tbody>
</table>

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

Diploma of Occupational Health & Safety (QLD 1891)

Career Opportunities
Occupational Health and Safety manager.

Course Objective
This course aims to provide participants with a multi-disciplinary approach to occupational health and safety in the workplace.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed the Certificate IV in Occupational Health & Safety(QLD1892).

Course Duration
The course is offered on a part-time basis over three semesters, post Certificate IV in Occupational Health and Safety(QLD1892).

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD560</td>
<td>Occupational Hygiene 3 40</td>
</tr>
<tr>
<td>ABD561</td>
<td>Occupational Health &amp; Safety Management Systems 40</td>
</tr>
<tr>
<td>ABD562</td>
<td>Risk Management 40</td>
</tr>
<tr>
<td>ABD563</td>
<td>Management of Hazardous Substances 30</td>
</tr>
<tr>
<td>ABD564</td>
<td>Action Research Project 40</td>
</tr>
<tr>
<td>ABD565</td>
<td>Industrial Placement 2 100</td>
</tr>
<tr>
<td>ABD566</td>
<td>Rehabilitation and Workers Compensation 2[Elective] 40</td>
</tr>
<tr>
<td>ABD567</td>
<td>Workplace Health and Safety Programs[Elective] 40</td>
</tr>
<tr>
<td>ABD568</td>
<td>Ergonomics 2[Elective] 40</td>
</tr>
<tr>
<td>NBB05</td>
<td>Quality Concepts [Elective] 20</td>
</tr>
<tr>
<td></td>
<td>Total Core Hours 290</td>
</tr>
<tr>
<td></td>
<td>Total Elective Hours 100</td>
</tr>
<tr>
<td></td>
<td>Total Course Hours 390</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Meat Processing (Leadership)(MTM40100)

Career Opportunities
Manager in a traditional meat processing establishment.

Course Objectives
The course aims to provide vocational training for individuals wishing to pursue a career as a manager in a traditional meat processing establishment.

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

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

Course Duration
This course is offered on a part time basis over 600 nominal hours.

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

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

Course Structure
The structure of the course is:

- Core units (280 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMCOR401A</td>
<td>20</td>
</tr>
<tr>
<td>MTMCOR402A</td>
<td>30</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP5B</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP6B</td>
<td>20</td>
</tr>
<tr>
<td>MTMMP70B</td>
<td>30</td>
</tr>
<tr>
<td>MTMMP72B</td>
<td>30</td>
</tr>
</tbody>
</table>

Eight units (200–500 nominal hours) of which –

- five units must be undertaken from the Leadership units listed at Australian Qualifications Framework Level 4; and
- three units must be undertaken from the technical units listed at Australian Qualifications Framework Level 4;
- units are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in –
  - MTM00 Australian Meat Industry Training Package, Australian National Training Authority, 2001;

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

Certificate IV in Meat Processing (Quality Assurance)(MTM40300)

Career Opportunities
Quality assurance officer or manager in a meat processing enterprise.

Course Objective
The course aims to provide vocational training for individuals wishing to pursue a career as a quality assurance officer or manager in a meat processing enterprise.

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

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

Course Duration
This course is offered on a part time basis over 600 – 860 nominal hours.

Diploma of Meat Processing(MTM50100)

Career Opportunities
Manager or production manager in the meat processing industry.

Course Objective
The course aims to provide vocational training for individuals wishing to pursue a career as a manager of a small meat processing establishment or as a production manager of a medium to large meat processing establishment.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
This course is offered on a part time basis over 660 nominal hours.
Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTMMP2B</td>
<td>Apply hygiene and sanitation practices</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP3B</td>
<td>Apply quality assurance practices</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP4B</td>
<td>Follow safe work policies and procedures</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP5B</td>
<td>Communicate in the workplace</td>
<td>40</td>
</tr>
<tr>
<td>MTMMP70B</td>
<td>Participate in OH&amp;S risk control process</td>
<td>20</td>
</tr>
<tr>
<td>MTMCOR402A</td>
<td>Facilitate quality assurance process</td>
<td>30</td>
</tr>
<tr>
<td>MTMMP72B</td>
<td>Facilitate hygiene and sanitation performance</td>
<td>30</td>
</tr>
<tr>
<td>MTMCOR401A</td>
<td>Manage own work performance</td>
<td>20</td>
</tr>
</tbody>
</table>

Six units (together totalling at least 340 nominal hours) of which –

• a minimum of 5 units must be undertaken from the technical units listed at Australian Qualifications Framework Level 6; and

• a maximum of 1 unit may be undertaken from this or any other training package at Australian Qualifications Framework Level 5 or 6;

• are to be selected by the student, with the approval of the Head of Department, having regard to the units listed in:
  – MTM60 Australian Meat Industry Training Package, Australian National Training Authority, 2001;
  – any other training package accredited by the State Training Board (Victoria) or the Australian National Training Authority.

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

Certificate II in Local Government (Environmental Health and Regulation)(LGA20200)

Career Opportunities
Ranger, Pound Assistant

Course Objective
The course aims to provide students with the skills and training required by a person working as a ranger in a Local Government setting.

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

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

Course Duration
The course may be offered on a full-time basis over 216–560 nominal hours or part-time equivalent.

Course Structure
The course consists of 9 units as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGACORE101A</td>
<td>Access learning opportunities</td>
<td>20</td>
</tr>
<tr>
<td>LGACORE102A</td>
<td>Follow defined OHS policies and procedures</td>
<td>20</td>
</tr>
<tr>
<td>LGACORE103A</td>
<td>Provide service to customers in a local government environment</td>
<td>20</td>
</tr>
<tr>
<td>LGACORE104A</td>
<td>Work effectively in local government context</td>
<td>60</td>
</tr>
<tr>
<td>LGACORE105A</td>
<td>Work with others in local government</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Four elective units (56–400 nominal hours)</td>
<td></td>
</tr>
</tbody>
</table>

At least three units may be selected from any of the Local Government general elective units pertaining to this qualification and/or from any other Local Government specialization elective units listed at AQF level 2 from any other Local Government qualification pathway.

Up to one unit from any Local Government pathway packaged at AQF level 3 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Local Government (Environmental Health and Regulation) (LGA30200)

Career Opportunities
Ranger, Pound Assistant

Course Objective
The course aims to provide students with the skills and training required by a person working in a range of Local Government areas including ranger, pound manager or residential amenity officer.

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

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

Course Duration
The course may be offered on a full-time basis over 235-490 nominal hours or part-time equivalent.

Course Structure
The course consists of 13 units as follows –

Core Units:
- LGACORE101A Access learning opportunities 20
- LGACORE102A Follow defined OHS policies and procedures 20
- LGACORE103A Provide service to customers in a local government environment 20
- LGACORE104A Work effectively in local government context 60
- LGACORE105A Work with others in local government 40

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

At least five units may be selected from any of the Local Government specialisation elective units and general elective units specified for this qualification and/or from any other Local Government specialisation elective units listed at AQF level 3 from any Local Government qualification pathway.

Up to two units from general electives and/or electives from any other Local Government pathway packaged at AQF level 5.

One elective unit packaged at AQF level 6 may be selected to construct the qualification content.

At least four Local Government electives must be selected from the common elective and specialisation elective units specified for this qualification.

Additional electives may come from general electives and/or electives from any other Local Government pathway at AQF level 5.

8 elective units (252-620 nominal hours)

Diploma of Local Government (Environmental Health and Regulation) (LGA50300)

Career Opportunities
Health Officer, Ranger, Pound Manager.

Course Objective
The course aims to provide students with the skills and training required by a person working as an environmental health officer in a Local Government setting.

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

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

Course Duration
The course may be offered on a full-time basis over 440-810 nominal hours or part-time equivalent.

Course Structure
The course consists of 14 units as follows –

Core Units:
- LGACORE102A Follow defined OHS policies and procedures 20
- LGACORE104A Work effectively in local government context 60
- LGACORE501A Provide quality and timely advice to council 40
- BSXFMI502AA Provide Leadership in the Workplace 60
- BSXFMI504A Participate in, Lead and Facilitate Work Teams 60
- BSXFMI505A Manage Operations to Achieve Planned Outcomes 60

Eight elective units (252-620 nominal hours)

At least four Local Government electives must be selected from the common elective and specialisation elective units specified for this qualification.

Additional electives may come from general electives and/or electives from any other Local Government pathway at AQF level 5.

One elective unit packaged at AQF level 6 may be selected to construct the qualification content.

Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training package.

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

Advanced Diploma of Local Government (Environmental Health and Regulation) (LGA60300)

Career Opportunities
Health Officer, Program Co-ordinator

Course Objective
The course aims to provide students with the skills and training required by a person working as a program coordinator in the areas of environmental health and regulation in a Local Government setting.

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

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

Course Duration
The course may be offered on a full-time basis over 440-810 nominal hours or part-time equivalent.
Course Structure
The course consists of 12 units as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Code</th>
<th>Core Units</th>
<th>Code</th>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGACORE602A</td>
<td>Follow defined OHS policies and procedures</td>
<td>20</td>
<td>LGACORE601A</td>
<td>Provide quality and timely advice to counsell</td>
<td>40</td>
</tr>
<tr>
<td>LGACORE601A</td>
<td>Develop, implement and review operational plans</td>
<td>40</td>
<td>LGACORE602A</td>
<td>Promote and facilitate organisational performance</td>
<td>60</td>
</tr>
<tr>
<td>LGACORE603A</td>
<td>Promote council's mission and services</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

At least four Local Government electives must be selected from the common elective and specialisation elective units specified for this qualification. Additional electives may come from general electives and/or electives from any other Local Government pathway at AQF level 6.

One elective unit packaged at AQF level 5 may be selected to construct the qualification content. Elective units are selected by the student with the approval of the Head of Department, having regard to the units listed in the relevant Training Package.

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

Certificate I in Food Processing (Plant Baking) (FDF10398)

Career Opportunities
Machine Operator.

Course Objectives
The course aims to enable production and packaging employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job training with understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality productivity.

Entry Requirements
There are no formal requirements for entry into the course. Students will primarily be those currently employed in the food processing industry. However, people who hope to gain employment by improving their skill levels may also be considered in selecting course applicants. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course may be offered on a part-time basis over a period of 18 months.

Course Structure
The structure of the course consists of core, optional and specialist units.

Certificate II in Food Processing (Plant Baking) (FDF20398)

Career Opportunities
Machine Operator.

Course Objectives
The course aims to enable production and packaging employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job training with understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate I in Food Processing (Plant Baking) will be given advanced standing in the course. Applicants will generally be currently employed in the food processing industry but people who hope to gain employment by improving their skill levels may also apply. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

Course Structure
The course consists of 17 units as follows:

(a) nine core units, and
(b) eight specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –

(i) the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
(ii) the units listed in ‘Food Processing Industry Training Package FDF 98 ANTA 1998’; and
(iii) the option hereby to each student of not more than 1 enterprise-specific unit approved by the National Food Industry Training Council, for inclusion as an optional unit.
Certificate III in Food Processing (Plant Baking) (FDF30398)

Career Opportunities
Leading Hand, Shift Manager.

Course Objectives
The course aims to enable employees in the food processing (plant baking) industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as gaining a range of competencies that focus on quality, productivity and management.

Entry Requirements
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Food Processing (Plant Baking) will be given advanced standing in the course.

Applicants will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

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

Course Duration
The course may be offered on a part-time basis over a period of 5 years.

Course Structure
The course consists of 25 units as follows –
(a) 13 core units, and
(b) 12 specialist and optional units, (including a minimum of 3 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
(i) the particular requirements of the enterprise and the individual student, taking into account the enterprise's work requirements, industrial agreements and career paths;
(ii) the units listed in 'Food Processing Industry Training Package FDE 98 ANTA 1998'; and
(iii) the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Certificate I in Process Plant Skills (PMA10198)

Career Opportunities
Chemical Operator.

Course Objectives
The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements
Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent.

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

Course Duration
The course may be offered on a part-time basis over a period of 1 year.

Course Structure
Core competencies

Course Structure
Core competencies

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate I in Food Processing (FDF10198)

Career Opportunities
Machine Operator in Food Processing Industry.

Course Objectives
The course aims to allow employees in the following sectors of the food processing industry – aerated waters, biscuits, confectionery, dairy processing, edible oils and fats, flour milling, fruit and vegetable, general foods, patisserie, pet-food, poultry, stockfeed and milling and tea and coffee – to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements
There are no formal education requirements for entry into the course. Applicants will primarily be those currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course may be offered on a part-time basis over a period of 18 months.

Course Structure
The course consists of 8 units as follows:
- five core units, and
- three specialist and optional units (including a minimum of 1 specialist unit), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
  - the particular requirements of the enterprise and the individual student, taking into account the enterprise’s work requirements, industrial agreements and career paths;
  - the units listed in ‘Food Processing Industry Training Package FDF 98 ANTA 1998’; and
  - the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORCOM1A</td>
<td>Communication in the workplace</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORNUM1A</td>
<td>Apply basic mathematical concepts</td>
<td>20</td>
</tr>
<tr>
<td>FDFCOROHS1A</td>
<td>Apply safe work procedures</td>
<td>50</td>
</tr>
<tr>
<td>FDFCORQA1A</td>
<td>Apply basic quality assurance practices</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORFS1A</td>
<td>Apply basic food safety procedures</td>
<td>20</td>
</tr>
</tbody>
</table>

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

Certificate II in Pharmaceutical Manufacturing (FDF20298)

Career Opportunities
Quality Assurance Officer, Machine Operator.

Course Objectives
The course aims to enable employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality and productivity.

Entry Requirements
There are no formal education requirements for entry into the course. Applicants will generally be currently employed in the pharmaceutical manufacturing industry, but people who hope to gain employment by improving their skill levels may also apply.
Recognisation of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course may be offered on a part-time basis over a period of 3 years.

Course Structure
The course consists of 17 units as follows—

- nine core units,
- eight specialist and optional units (including a minimum of 2 specialist unit), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to—
- the particular requirements of the enterprise and the individual student, taking into account the enterprise’s work requirements, industrial agreements and career paths;
- the units listed in ‘Food Processing Industry Training Package FDF 98 ANTA 1998’; and
- the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORCOM1A</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORNUM1A</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORGHS1A</td>
<td>50</td>
</tr>
<tr>
<td>FDFCORQA1A</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORGMP1A</td>
<td>50</td>
</tr>
<tr>
<td>FDFCORCOM2A</td>
<td>20</td>
</tr>
<tr>
<td>FDFCORGHS2A</td>
<td>30</td>
</tr>
<tr>
<td>FDFCORQA2A</td>
<td>30</td>
</tr>
<tr>
<td>FDFCORSFA2A</td>
<td>30</td>
</tr>
</tbody>
</table>

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

Certificate II in Process Plant Operations (PMA20198)

Career Opportunities
Shift Supervisor, Machine Operator.

Course Objectives
The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements
Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent.

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

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

Certificate III in Food Processing (FD F30198)

Career Opportunities
Shift Supervisor, Machine Operator

Course Objectives
The course aims to enable employees in the food processing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality, productivity and management.

Entry Requirements
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Food Processing will be given advanced standing in this course. Applicants will generally be currently employed in the food processing industry, but people who hope to gain employment by improving their skill levels may also apply.

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

Course Duration
The course may be offered on a part-time basis over a period of five years.
Course Structure
The course consists of 25 units as follows:
- 13 core units, and
- 12 specialist and optional units (including a minimum of 2 specialist units), each of which is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department having regard to –
  - the particular requirements of the enterprise and the individual student, taking into account the enterprise’s work requirements, industrial agreements and career paths;
  - the units listed in ‘Food Processing Industry Training Package FDF 98 ANTA 1998’; and
  - the option hereby to each student of not more than 1 enterprise-specific unit, approved by the National Food Industry Training Council, for inclusion as an optional unit.

Core units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDFCORCOM1A</td>
<td>20</td>
<td>Communication in the workplace</td>
</tr>
<tr>
<td>FDFCORNUM1A</td>
<td>20</td>
<td>Apply basic mathematical concepts</td>
</tr>
<tr>
<td>FDFCOROHSS1A</td>
<td>50</td>
<td>Apply safe work procedures</td>
</tr>
<tr>
<td>FDFCORQA1A</td>
<td>20</td>
<td>Apply basic quality assurance practices</td>
</tr>
<tr>
<td>FDFCORFS1A</td>
<td>20</td>
<td>Apply basic food safety practices</td>
</tr>
<tr>
<td>FDFCORCOM2A</td>
<td>30</td>
<td>Collect, present and apply workplace info</td>
</tr>
<tr>
<td>FDFCOROHS2A</td>
<td>30</td>
<td>Implement OH&amp;S principles &amp; procedures</td>
</tr>
<tr>
<td>FDFCORQA2A</td>
<td>30</td>
<td>Implement the quality system</td>
</tr>
<tr>
<td>FDFCORFS2A</td>
<td>30</td>
<td>Implement the food safety plan</td>
</tr>
<tr>
<td>FDFCORCOM3A</td>
<td>40</td>
<td>Analyse and convey workplace information</td>
</tr>
<tr>
<td>FDFCOROHS3A</td>
<td>40</td>
<td>Monitor the implementation of OH&amp;S</td>
</tr>
<tr>
<td>FDFCORQA3A</td>
<td>40</td>
<td>Monitor the implementation of the quality system</td>
</tr>
<tr>
<td>FDFCORFS3A</td>
<td>40</td>
<td>Monitor the implementation of the food safety plan</td>
</tr>
</tbody>
</table>

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

Certificate III in Pharmaceutical Manufacturing (FDF30298)

Career Opportunities
Shift Supervisor, Team Leader in Pharmaceutical Industry

Course Objectives
The course aims to allow employees in the pharmaceutical manufacturing industry to acquire and apply competencies required for safe and effective work practices, gain the opportunity to integrate on-the-job with off-the-job training and gain an understanding of various operations and principles inherent in their workplace as well as a range of competencies that focus on quality, productivity and management.

Entry Requirements
There are no formal educational requirements for entry into the course but applicants who have completed the Certificate II in Pharmaceutical Manufacturing will be given advanced standing in this course.

Applicants will generally be those currently employed in the pharmaceutical manufacturing industry, but people who hope to gain employment by improving their skill levels may also apply.

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

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

Certificate III in Process Plant Operations (PMA30198)

Career Opportunities
Shift Supervisor, Team Leader in the Chemical Industry

Course Objectives
The course aims to develop the knowledge and skills of students wishing to undertake a career as a chemical plant operator.

Entry Requirements
Applicants should currently be, or have previously been, employed as chemical process operators and preferably have satisfactorily completed year 10 or equivalent.

Applicants who have completed the Certificate II in Process Plant Operations may be granted advanced standing in this course.

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

Course Duration
The course may be offered on a part-time basis over a period of 3 years.
Course Structure
The course consists of 21 competencies as follows:

Ten core competencies –

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMACOM100A Communication 100</td>
<td>10</td>
</tr>
<tr>
<td>PMACOM100A Relay and respond to information</td>
<td>10</td>
</tr>
<tr>
<td>PMAEQNY100A Identify and minimize environmental hazards</td>
<td>20</td>
</tr>
<tr>
<td>PMAOHS100A Follow OH&amp;S policies and procedures</td>
<td>20</td>
</tr>
<tr>
<td>PMAPLAN100A Follow established work plan</td>
<td>10</td>
</tr>
<tr>
<td>PMAPROC101A Make measurements</td>
<td>15</td>
</tr>
<tr>
<td>PMAPROC102A Undertake housekeeping operations</td>
<td>15</td>
</tr>
<tr>
<td>PMAQUAL100A Contribute to quality processes</td>
<td>20</td>
</tr>
<tr>
<td>PMACOM200A Process and record information</td>
<td>20</td>
</tr>
<tr>
<td>PMAHAZ200A Respond to an emergency situation</td>
<td>20</td>
</tr>
<tr>
<td>PMAQUAL300A Initiate continuous improvement</td>
<td>40</td>
</tr>
</tbody>
</table>

• at least 2 process competencies selected by the student in consultation with his/her employer with the approval of the Head of Department having regard to the competencies listed in 'Chemical Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998' and

• at least 5 process support competencies (or additional process competencies) selected by the student in consultation with his/her employer with the approval of Head of Department having regard to the competencies listed in 'Chemical Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998', and

• not more than 4 other competencies, which may be selected by the student in consultation with his/her employer with the approval of the Head of Department having regard to the process, process support or business support competencies listed in 'Chemical, Hydrocarbons and Oil Refining Training Package PMA98 ANTA 1998'; and

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

Diploma of Food Technology (2506AKC) incorporating

Certificate IV in Food Technology (11893VIC)

Career Opportunities
Technical assistant in the Food Industry.

Course Objectives
The Certificate IV in Food Technology (11893VIC) aims to provide general training to a level required for people entering the food industry as a technical assistant.

The Diploma of Food Technology (2506AKC) aims to provide training to a level of competency required of a technical officer in the food industry, including competencies within specialisations.

Entry Requirements
To qualify for admission to the course an applicant generally must have satisfactorily completed an approved course of study at VCE level or equivalent, preferably including English, Mathematics, Biology, Chemistry and Physics.

Students with backgrounds other than VCE, such as mature age, will be eligible for admission to the course if they are competent in English, both verbally and in writing, they can use arithmetical processes to perform basic numerical manipulations and calculations and they have a basic understanding of scientific methodology and endeavour.

To qualify for admission to the Diploma of Food Technology (2506AKC) applicants must have successfully completed the Certificate IV in Food Technology (11893VIC).

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

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

Course Structure
The structure of the course is as follows:

This course has specialisations – students are required to complete 22 core modules (578 hours) and a further 272 hours from the four other specified groups.

Core modules

First Year

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA640 Introductory Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>AAA750 Introductory Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>AAA600 Introductory Physics</td>
<td>50</td>
</tr>
<tr>
<td>AAA610 Science Industry Orientation</td>
<td>20</td>
</tr>
<tr>
<td>NO222 Word processing Introduction</td>
<td>20</td>
</tr>
<tr>
<td>ABD569 Occupational Health &amp; Safety in the Food Industry</td>
<td>40</td>
</tr>
<tr>
<td>AAA712 General Microbiology</td>
<td>60</td>
</tr>
<tr>
<td>AAA752 Chemical Laboratory Techniques</td>
<td>50</td>
</tr>
<tr>
<td>VBF181 Introduction to Quality Management</td>
<td>12</td>
</tr>
<tr>
<td>VBF195 Introduction to Sensory Analysis</td>
<td>12</td>
</tr>
<tr>
<td>VBF163 Principles of ISO Accreditation and Quality Audit</td>
<td>12</td>
</tr>
<tr>
<td>VBF196 Hygiene and Sanitation</td>
<td>12</td>
</tr>
<tr>
<td>VBF197 Principles of Hazards Analysis and Critical Control Points</td>
<td>12</td>
</tr>
<tr>
<td>VBF164 Food Packaging</td>
<td>36</td>
</tr>
<tr>
<td>VBF166 Food Biology</td>
<td>30</td>
</tr>
<tr>
<td>VBF198 Introduction to Food Technology</td>
<td>12</td>
</tr>
<tr>
<td>VBF199 Principles of Food Spoilage and Control</td>
<td>12</td>
</tr>
<tr>
<td>VBF200 Unit Operations</td>
<td>12</td>
</tr>
<tr>
<td>VBF201 Low Temperature Preservation</td>
<td>12</td>
</tr>
<tr>
<td>VBF207 High Temperature Preservation</td>
<td>12</td>
</tr>
<tr>
<td>VBF281 Fermentation/Concentration/Drying</td>
<td>12</td>
</tr>
<tr>
<td>AAA807 Waste Management</td>
<td>40</td>
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</tbody>
</table>

Specified hours are to be chosen from the following groups:

Management Level 1 – 40 hours must be completed

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS101 Managing Information</td>
<td>20</td>
</tr>
<tr>
<td>NGMS102 Managing Operations–Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>NGMS103 Managing Operations – Producitivity</td>
<td>20</td>
</tr>
<tr>
<td>NGMS104 Managing Operations–Innovation</td>
<td>20</td>
</tr>
<tr>
<td>NGMS105 Managing Operations – Change</td>
<td>40</td>
</tr>
<tr>
<td>NGMS106 Managing Effective Working Relationship</td>
<td>40</td>
</tr>
<tr>
<td>NGMS107 Managing and Developing Teams</td>
<td>40</td>
</tr>
<tr>
<td>NGMS108 Managing &amp; Organising Work for Goal Achievement</td>
<td>40</td>
</tr>
<tr>
<td>NGMS109 Managing Performance and Goal Achievement</td>
<td>40</td>
</tr>
<tr>
<td>NGMS110 Managing Grievances and Disputes</td>
<td>20</td>
</tr>
<tr>
<td>NGMS111 Managing People–Workplace Practices</td>
<td>20</td>
</tr>
<tr>
<td>NGMS112 Managing People–Recruitment, Selection &amp; Induction</td>
<td>40</td>
</tr>
<tr>
<td>NGMS113 Managing Finance–Setting and Achieving Budgets</td>
<td>40</td>
</tr>
<tr>
<td>NGMS114 Managing Finance – Performance</td>
<td>40</td>
</tr>
<tr>
<td>NGMS115 Managing Finance–Cost and Efficiency</td>
<td>40</td>
</tr>
<tr>
<td>NGMS116 Managing Finance–Operating &amp; Capital Expenditure</td>
<td>40</td>
</tr>
<tr>
<td>NGMS117 Managing Group Problem Solving &amp; Decision Making</td>
<td>40</td>
</tr>
<tr>
<td>NGMS118 Managing People–Training and Development</td>
<td>40</td>
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</table>

Generic Electives – 142 hours must be completed

<table>
<thead>
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<tbody>
<tr>
<td>AAA601 Work Placement B</td>
<td>50</td>
</tr>
<tr>
<td>AAA702 Biological Techniques B</td>
<td>40</td>
</tr>
<tr>
<td>AAA756 Physical Chemistry</td>
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</tr>
<tr>
<td>AAA757 Organic Chemistry</td>
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</tr>
<tr>
<td>VBF167 Thermal Processing I</td>
<td>36</td>
</tr>
<tr>
<td>VBF188 Process Control</td>
<td>40</td>
</tr>
<tr>
<td>AAA805 Nutrition</td>
<td>20</td>
</tr>
<tr>
<td>VBD382 Career Planning and Skills Assessment</td>
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VICTORIA UNIVERSITY TAFE HANDBOOK 2003

NOS216 Spreadsheet Fundamentals 20
NOS215 Database Fundamentals 20

**Food Technology – 90 hours must be completed**

<table>
<thead>
<tr>
<th>Module Code</th>
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<tbody>
<tr>
<td>VBF168</td>
<td>Meat and Meat Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF169</td>
<td>Dairy Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF170</td>
<td>Fruit and Vegetable Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF171</td>
<td>Fish and Seafood Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF172</td>
<td>Poultry and Egg Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF173</td>
<td>Edible Fats and Oils</td>
<td>18</td>
</tr>
<tr>
<td>VBF174</td>
<td>Confectionery and Sugar Technology</td>
<td>18</td>
</tr>
<tr>
<td>VBF177</td>
<td>Nuts, Pulses and Other Grains</td>
<td>18</td>
</tr>
<tr>
<td>VBF178</td>
<td>Food Additives</td>
<td>18</td>
</tr>
</tbody>
</table>

or

**Dairy Technology – 90 hours must be completed**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF179</td>
<td>Dairy Production and Industry</td>
<td>40</td>
</tr>
<tr>
<td>VBF180</td>
<td>Liquid Products</td>
<td>50</td>
</tr>
</tbody>
</table>

Students who satisfactorily complete the 22 core modules (578 hours), 40 hours of Management Level 1 modules, 142 hours of Generic electives and 90 hours of either Food Technology 2 or Dairy Technology 1 modules will be eligible to graduate with the Certificate IV in Food Technology.

**Second Year**

Students are required to complete:

- 10 Generic Core Modules (302 hours) plus 40 hours from Management Level 1 or 2.
- 160 hours from Generic (Optional) modules and 338 hours from Specialisation modules of which 108 is from Food Technology 3 and 230 hours in Food Technology 4.

**Generic Core Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA802</td>
<td>Food and Hygiene Microbiology</td>
<td>50</td>
</tr>
<tr>
<td>AAA757</td>
<td>Organic Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>AAA801</td>
<td>Food Analysis</td>
<td>40</td>
</tr>
<tr>
<td>AAA756</td>
<td>Physical Chemistry</td>
<td>40</td>
</tr>
<tr>
<td>VBF282</td>
<td>Sampling</td>
<td>18</td>
</tr>
<tr>
<td>VBF283</td>
<td>Statistical Process Control</td>
<td>18</td>
</tr>
<tr>
<td>VBF279</td>
<td>Applied Hazards Analysis and Critical Point</td>
<td>18</td>
</tr>
<tr>
<td>VBF280</td>
<td>Product Recall</td>
<td>18</td>
</tr>
<tr>
<td>VBF182</td>
<td>Statistics</td>
<td>20</td>
</tr>
<tr>
<td>AAA808</td>
<td>Sensory Analysis</td>
<td>30</td>
</tr>
</tbody>
</table>

**Management Levels 1 and 2**

A further 40 hours (from those modules listed under Certificate IV in Technology (Food) or from those listed below)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGMS201</td>
<td>Entrepreneuring and Innovating</td>
<td>40</td>
</tr>
<tr>
<td>NGMS202</td>
<td>Forecasting Futures</td>
<td>40</td>
</tr>
<tr>
<td>NGMS203</td>
<td>Analysing Environments and Organisations</td>
<td>40</td>
</tr>
<tr>
<td>NGMS204</td>
<td>Managing Strategically</td>
<td>40</td>
</tr>
<tr>
<td>NGMS205</td>
<td>Managing Ambiguity and Change</td>
<td>40</td>
</tr>
<tr>
<td>NGMS206</td>
<td>Taking Difficult Decisions</td>
<td>20</td>
</tr>
<tr>
<td>NGMS207</td>
<td>Leading and Visioning</td>
<td>40</td>
</tr>
<tr>
<td>NGMS208</td>
<td>Developing Business Overseas</td>
<td>40</td>
</tr>
<tr>
<td>NGMS209</td>
<td>Managing Self</td>
<td>20</td>
</tr>
<tr>
<td>NGMS210</td>
<td>Managing Operations and Logistics</td>
<td>40</td>
</tr>
<tr>
<td>NGMS211</td>
<td>Managing Risk</td>
<td>40</td>
</tr>
<tr>
<td>NGMS212</td>
<td>Managing for Quality</td>
<td>40</td>
</tr>
<tr>
<td>NGMS213</td>
<td>Management Projects</td>
<td>40</td>
</tr>
<tr>
<td>NGMS214</td>
<td>Managing Cultural Diversity</td>
<td>40</td>
</tr>
<tr>
<td>NGMS215</td>
<td>Advocacy and Influence</td>
<td>20</td>
</tr>
<tr>
<td>NGMS216</td>
<td>Tactical Marketing</td>
<td>40</td>
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</tbody>
</table>

**Generic (optional)–170 hours**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBF183</td>
<td>Thermal Processing 2</td>
<td>36</td>
</tr>
<tr>
<td>VBF184</td>
<td>Packaging Materials</td>
<td>20</td>
</tr>
<tr>
<td>VBF188</td>
<td>Process Control</td>
<td>40</td>
</tr>
<tr>
<td>AAA758</td>
<td>Applied Organic Chemistry</td>
<td>60</td>
</tr>
<tr>
<td>AAA601</td>
<td>Work Placement C</td>
<td>50</td>
</tr>
<tr>
<td>VBF189</td>
<td>Dairy Plant Management</td>
<td>40</td>
</tr>
<tr>
<td>VBF190</td>
<td>Engineering Applications</td>
<td>30</td>
</tr>
<tr>
<td>VBF191</td>
<td>Dairy Engineering 1</td>
<td>40</td>
</tr>
</tbody>
</table>

**Specialisation Electives–338 hours including:**

Food Technology 3 – 108 hours (must complete the 6 modules not already covered in Certificate IV in Food Technology)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF168</td>
<td>Meat and Meat Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF169</td>
<td>Dairy Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF170</td>
<td>Fruit and Vegetable Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF171</td>
<td>Fish and Seafood Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF172</td>
<td>Poultry and Egg Processing</td>
<td>18</td>
</tr>
<tr>
<td>VBF173</td>
<td>Edible Fats and Oils</td>
<td>18</td>
</tr>
<tr>
<td>VBF174</td>
<td>Confectionery and Sugar Technology</td>
<td>18</td>
</tr>
<tr>
<td>VBF175</td>
<td>Beverages</td>
<td>18</td>
</tr>
<tr>
<td>VBF176</td>
<td>Cereal and Baking Technology</td>
<td>18</td>
</tr>
<tr>
<td>VBF177</td>
<td>Nuts, Pulses and Other Grains</td>
<td>18</td>
</tr>
<tr>
<td>VBF178</td>
<td>Food Additives</td>
<td>18</td>
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</tbody>
</table>

Food Technology 4 – 230 hours from any of the following specialisations:

**Food Research and Development Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBF192</td>
<td>Food Product Research and Development</td>
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</table>

**Food Analysis Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBF193</td>
<td>Food Analysis–Non Instrumental</td>
<td>40</td>
</tr>
<tr>
<td>VBF284</td>
<td>Food Analysis – Instrumental</td>
<td>40</td>
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<tr>
<td>VBF285</td>
<td>Food Analysis Project</td>
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</table>

**Food Engineering Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBF286</td>
<td>Food Engineering Fundamentals</td>
<td>32</td>
</tr>
<tr>
<td>VBF287</td>
<td>Fluid Flow Fundamentals</td>
<td>32</td>
</tr>
<tr>
<td>VBF288</td>
<td>Heat and Heat Transfer Fundamentals</td>
<td>32</td>
</tr>
<tr>
<td>VBF289</td>
<td>Concentration and Dehydration Fundamentals</td>
<td>29</td>
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</tbody>
</table>

**Marketing Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMRK441</td>
<td>Selling Process</td>
<td>50</td>
</tr>
<tr>
<td>NMRK632</td>
<td>International Marketing</td>
<td>50</td>
</tr>
<tr>
<td>VAD950</td>
<td>The Marketing Concept</td>
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</tbody>
</table>

**Fish Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF249</td>
<td>Legal Awareness</td>
<td>18</td>
</tr>
<tr>
<td>AF251</td>
<td>Food Processing Accreditation</td>
<td>18</td>
</tr>
<tr>
<td>AF252</td>
<td>Overview–The Australian Fishing Industry</td>
<td>18</td>
</tr>
<tr>
<td>AF253</td>
<td>Fish Physiology</td>
<td>18</td>
</tr>
<tr>
<td>AF254</td>
<td>Legislation and Documentation</td>
<td>18</td>
</tr>
<tr>
<td>AF256</td>
<td>Fish Handling Techniques</td>
<td>18</td>
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</tbody>
</table>

**Confectionery Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RM1</td>
<td>Raw Materials</td>
<td>27</td>
</tr>
<tr>
<td>CT1</td>
<td>Confectionery Technology</td>
<td>18</td>
</tr>
<tr>
<td>PC1</td>
<td>High Boiled Candy</td>
<td>18</td>
</tr>
<tr>
<td>PC2</td>
<td>Low Boils (Toffee, Caramel, Fudge)</td>
<td>12</td>
</tr>
<tr>
<td>PC3</td>
<td>Jellies and Gums</td>
<td>18</td>
</tr>
<tr>
<td>PC4</td>
<td>Chocolate Confection</td>
<td>24</td>
</tr>
<tr>
<td>PC5</td>
<td>Aerated Confection</td>
<td>15</td>
</tr>
<tr>
<td>PC6</td>
<td>Lozenges and Tableting</td>
<td>6</td>
</tr>
<tr>
<td>PC7</td>
<td>Panning</td>
<td>12</td>
</tr>
</tbody>
</table>

**Dairy Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF243</td>
<td>Overview of the Dairy Industry</td>
<td>10</td>
</tr>
<tr>
<td>AF244</td>
<td>Market Milk</td>
<td>16</td>
</tr>
<tr>
<td>AF245</td>
<td>Dairy products</td>
<td>16</td>
</tr>
<tr>
<td>AF246</td>
<td>Concentrated and Dried Milk Products</td>
<td>16</td>
</tr>
<tr>
<td>AF247</td>
<td>Cheese</td>
<td>16</td>
</tr>
<tr>
<td>AF248</td>
<td>Dairy Engineering 2</td>
<td>16</td>
</tr>
<tr>
<td>AF249</td>
<td>Legal Awareness</td>
<td>18</td>
</tr>
<tr>
<td>AF250</td>
<td>Legislation and Documentation – Dairy</td>
<td>16</td>
</tr>
</tbody>
</table>

**Bakery/Pastry Cooking Specialisation**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABP</td>
<td>Advanced Baking/Pastrycooking</td>
<td>70</td>
</tr>
<tr>
<td>EC</td>
<td>Environmental Control</td>
<td>15</td>
</tr>
<tr>
<td>CS2</td>
<td>Communication II</td>
<td>30</td>
</tr>
</tbody>
</table>
SCHOOL OF ENGINEERING, SCIENCE AND INDUSTRIAL SKILLS

Recruiting and Training (RT) 20
Process Management and Optimisation (PMO) 25

Beverage Specialisation
VBF163 Fruits and Growing Areas 10
VBF165 Fruit Receipt Procedures 10
VBF185 Fruit Extraction Procedures 20
VR 186 Fruit Juice Processing Techniques 15
VBF 187 Fruit Juice Products 15
VBF290 Manufacture of Beverage Products 25
VBF291 Fruit Juice Conversion Processes 25
VBF292 Quality Testing Techniques 20

Nutrition Specialisation
VBE838 Nutritional Biochemistry 45
VBE839 Applied Nutrition for the Food Technologist 80

Dairy Technology 2
VBF202 Frozen Dairy Products 40
VBF203 Milk Fat Products 40
VBF204 Membrane Technology 40

Dairy Technology 3
VBF205 Fermented Milk Products 80
VBF206 Concentrated and Dried Dairy Products Stream 80
VBF192 Food Research and Development Dairy Stream 125

Specialisation Elective Modules
AAA756 Physical Chemistry
AAA778 Qualitative Organic Analysis
AAA785 Applied Organic Chemistry
AAA766 Electronanalytical Techniques I
AAA753 Introductory Spectrophotometry
AAA760 UV/Visible Spectrophotometry
AAA761 Infrared Spectrophotometry
AAA764 Flame Spectrophotometry
AAA765 Furnace Spectrophotometry
AAA759 Introductory Chromatography and Electrophoretic Techniques
AAA762 Gas Chromatography
AAA763 High Performance Liquid Chromatography

Chemistry Laboratory General Elective Modules –
AAA771 Environmental Chemistry
AAA806 Environmental Analysis
AAA769 Industrial Chemistry
AAA770 Industrial Analysis
AAA621 Introductory Interfacing
AAA622 Advanced Interfacing
AAA623 Data Acquisition
AAA767 Polarographic Techniques
AAA779 Emission Spectroscopy
AAA774 Mineral Chemistry
AAA773 X-Ray Analysis
AAA775 Introductory Assaying
AAA776 Advanced Assaying
AAA777 Introductory Fire Assaying

Modules may be taken as electives from this or other streams within the Scitech framework or other courses relevant to the learner’s vocational requirements.

In addition to modules needed for the Certificate IV in Food Technology (11893VIC), students who satisfactorily complete 10 Generic Core Modules (302 hours), 40 hours from Management Level 1 or 2, 160 hours from Generic (optional) modules and 338 hours from Specialisation modules, of which 103 hours must be from Food Technology 3 and 230 hours remaining from Food Technology 4, will be eligible to graduate with the Diploma of Food Technology (2506AKC).

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

---

Diploma of Natural Resource Management (2212AMC)

Career Opportunities
Natural Resource Management.

Course Objective
The primary objective of this course is the provision of knowledge and skills currently required by field staff such as rangers, land protection or fisheries and wildlife officers, who wish to gain employment or are employed in various government departments, private sector, contractors, and other agencies responsible for the management of natural resources.

Entry Requirements
Satisfactory completion of VCE or satisfactory completion of Year 11, plus satisfactory completion of other relevant courses in TAFE amounting to at least one year’s equivalent full-time study, or be of mature age and assessed by the School as being capable of successfully completing the course.

Course Duration
This course is run two year full-time or equivalent part-time.

Course Structure
The course 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 of industry work.

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.12A</td>
<td>4</td>
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<tr>
<td>AAA601</td>
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<td>AAA630</td>
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<td>AAA631</td>
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<td>AAA632</td>
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<td>AAA722</td>
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<td>AAA724</td>
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<td>AAA725</td>
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<td>AAA727</td>
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<td>ABD507</td>
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<td>ACS005</td>
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<td>ACS006</td>
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<td>ACS010</td>
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<td>VBB343</td>
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<tr>
<td>VBD250</td>
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Electives

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.12B</td>
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<td>2.28</td>
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<td>2.29</td>
<td>40</td>
</tr>
<tr>
<td>AAA614</td>
<td>50</td>
</tr>
<tr>
<td>AAA642</td>
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</table>
Certificate III in Health (Hospital Pharmacy Technician) (2307AEC)

Career Opportunities
Hospital Pharmacy Technician.

Course Objectives
This course aims to develop the knowledge and skills of students wishing to undertake a career in Hospital Pharmacy.

Entry Requirements
To qualify for admission to this course students must have completed VCE or satisfactory completion of Year 11, plus satisfactory completion of another relevant course in TAFE amounting to at least one year’s equivalent full-time study. For mature age students, evidence of ability to undertake studies at this level is required.

Students able to show disadvantage will be supported to gain entry to the course. These students may be required to complete some bridging modules either before entry, or concurrently with the course.

Course Duration
This course is offered on a part time basis, one day per week.

Course Structure
All modules must be completed.

**Generic modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VBA334</td>
<td>6</td>
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<td>NCS001</td>
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<td>AAM60</td>
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<td>VBA335</td>
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<td>AAM40</td>
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<tr>
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**Health Industry Modules**

<table>
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<td>AAM709</td>
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<td>AAM710</td>
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<tr>
<td>VBA338</td>
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**Hospital Pharmacy Modules**

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<tr>
<td>VBA359</td>
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</tbody>
</table>

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

Certificate IV in Mortuary Science (Embalming) (2411AGB)

Career Opportunities
Embalmer.

Course Objectives
The course aims to provide vocational training for individuals wishing to pursue a career as an embalmer in the funeral service industry.

Entry Requirements
To qualify for admission to the course, applicants must have –
(a) satisfactorily completed an approved course of study at Year 10 level or equivalent, preferably including English and Science; or
(b) be of mature age, have a basic understanding of the funeral service industry, and able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course having regard to relevant competency levels in Australian Qualifications Framework Level 4 or equivalent.

Course Duration
This course is offered on a part time basis over 920 nominal hours.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>NCS005</td>
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<tr>
<td>VBA268</td>
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<td>VBA891</td>
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<td>VBA582</td>
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<td>VBA684</td>
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<td>VBA269</td>
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<td>VBA270</td>
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<tr>
<td>VBA273</td>
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<td>VBA278</td>
<td>40</td>
</tr>
<tr>
<td>VBA279</td>
<td>300</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Courses in Lubrication (21010VIC)

Delivery Mode
This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities
Lubrication products.

Course Objectives
The course aims to provide an accredited training program for Mobil staff and customers involved in the sales, application and usage of lubrication products.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can read, write, comprehend and discuss printed information in English.

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

Course Duration
The course may be offered on a full-time basis over 21–28 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Modules
VBG553 Fundamentals of Lubrication
VBG554 Safety, Health and Environment;

Elective Modules
Four modules selected by the student from one of the following specialist streams:
(i) Automotive
(ii) Commercial Vehicle
(iii) Industrial
(iv) Mining;

in consultation with his/her employer, with the approval of the Head of Department, having regard to Course in Lubrication Curriculum Document published by Mobil Oil Australia – New Zealand, January, 2000.

Certificate IV in Assessment and Workplace Training (BSZ40198)

Career Opportunities
Workplace Trainer

Course Objectives
The aim of this course is to provide people for whom training is a large part of their job with the knowledge and skills required to develop, deliver and assess training programs for employees in an enterprise or industry.

This course is designed to provide a combination of on- and off-the-job training and assessment and provide an understanding of the requirements for:
- preparing, delivering and reviewing training on a one-to-one or small group basis in the workplace;
- conducting and reviewing workplace assessments.

Entry Requirements
There are no special educational requirements for entry into this course. Participants will be required to possess an appropriate level of literacy and numeracy.
The School of Further Education and Employment Services is responsible for delivery of all Further Education Programs within the TAFE Division of Victoria University. These programs, and an associated range of self-access services, provide Access courses for adults and youth returning to study, with particular emphasis on developing language, literacy, numeracy, study skills and learning support. These services also support the students in vocational departments in achieving their academic requirements. As well, the School is responsible for delivery of performing arts, music, and professional writing and editing courses. Courses are delivered at Footscray Nicholson, St Albans, Werribee, Melton, Sunbury, South Melbourne, City King and Flinders, and Sunshine campuses.

The School consists of the following teaching departments and programs:

**Adult Literacy and Work Education Department** consisting of Work Education Programs, Adult General Education Programs, Concurrent Assistance and Communication Skills servicing across the TAFE Division, as well as the management of educational centres: Maths Learning Centre, Literacy Learning Centre and Study Labs. The department offers a broad range of Adult Literacy, Numeracy and return to study programs including the Certificates in General Education for Adults; Certificate IV in Further Education, VCAL and the Certificate I in Work Education.

**Arts and Preparatory Programs Department** includes the following program areas: Adult VCE offering Units 1 to 4 and Pre VCE/VET for 15-17 year olds; VCAL; Liberal Arts and Preparatory Programs which include Preparation for Tertiary Studies and Science for Nurses; Women's Education Programs which offers a range of ESL, Literacy and Access courses, and Writing and Performance courses, including Diploma of Professional Writing and Editing and Diploma of Small Companies and Community Theatre. Most courses can be undertaken either on a part time or full time basis. Modules in some of the courses are available in flexible mode.

**Music Programs** offered at the Sunbury Campus include Certificate IV and Diploma of Contemporary Performance, Music Business and Technical Production. The Head of Department, Music Programs is also responsible for managing the Bachelor of Music Degree program in accord with the University's affiliation with the Melba Conservatorium of Music, in addition to ensuring the expansion of Music Programs including liaison with the Melba Conservatorium of Music, Higher Education Division Faculties and industry to support the University in the establishment of Sunbury Campus as a significant site for music education and training.

**Employment and Training Services Department** has responsibility for managing a number of significant Service Contracts funded by the Commonwealth Government. These include: New Apprenticeships Support Services (NASS) managed through the Department's Jobs Plus New Apprenticeships Centre (NAC); Employment Services delivered through the Jobs Plus Employment Services unit; and the Work for the Dole Program Community Work Coordinator (CWC) delivered by the Community Initiatives Program team. The Department's assessment team service University contracts with the Victorian Taxi Directorate, Victoria Police and others together with offering language, literacy and numeracy assessments to a range of enterprises. The Department focuses on identifying new employment initiatives as they are developed at local, state and federal levels and responding to these opportunities to ensure the University plays a key role in assisting employment growth in the community and enhancing the employability of its clients.

**Language Studies Department** offers a broad range of English Language Programs. The department's Language and Literacy Self Access Centres provide unique opportunities for students within the TAFE Division to access individual learning support using self-paced learning packages. The department has received national recognition for its student outcomes in the prestigious English for Health Professional course, funded by AEMP sources. The department is also recognized for its expertise in the delivery of programs to disadvantaged youth and pathways to mainstream TAFE and Higher Education courses. Bridging programs into VET mainstream courses (Aged Care, Hospitality) and a new Clinical Bridging program for Overseas Qualified Medical Practitioners are also being offered. Languages Other Than English (LOTE) are offered as short courses on a fee-paying basis.

A major role of the School is the provision of specialised educational services to the TAFE Division and Industry. These include the provision of student learning support (concurrent assistance) and general preparatory programs through well-equipped Language and Literacy Self Access Centres and Literacy and Maths Learning Centres. As well, specialist tuition is provided to students in all main stream departments in literacy, numeracy and study skills, which supports the University's PASSI Policy: The School's Language and Literacy Industry consultant provides an advisory service regarding language, literacy and communication skills' tuition and training. A major role of the consultant is to promote the Language and Literacy Services provided by the School within industry and the community, and consequently negotiates contracts for industry based delivery of the School's services on an ongoing basis.

It is important for the School to continue with the development of innovation in delivery and development of programs, to ensure that it retains its status as a provider of quality education and training. The provision of a Pre VCE/VET for 15-17 year olds in 2001 and 2002 is an example. The expansion of music performance and technology programs at Sunbury Campus by the School with the commencement of the Bachelor of Music in affiliation with the Melba Conservatorium of Music continues to support the University's strategic plan for the establishment of a major Music Education Complex at the campus. The School ensures that its educational initiatives provide a model of best practice in flexible delivery and use of new learning technologies. The establishment of a multi-media centre utilising learning technologies in the Women's Education Programs; the launch of the Certificates in General Education for Adults (CGEA) Online Assessment and Moderation Home Page; the development of a web-site Maths Connexions for Adults (Online) as well as a Home Page for the Adult General Education Programs, are examples of initiatives undertaken by the School.

The School, as part of its commercial operations, has a history of tendering for a broad range of government funded projects and programs to complement and enrich its recurrently funded program profile. Successful tenders include: ANTA–Innovative Adult Literacy Projects; OTTE development of on-line modules within the Diploma of Liberal Arts; DEWR for Job Network services and Work for the Dole Programs; and DEST for New Apprenticeships Services; Department of Human Services with the Futures program for people with special needs and preliminary VET in Schools initiatives relevant to year 10 students not yet ready for the conventional VETIS.

A considerable proportion of students enrolled in the School's programs are adults returning to study and from a Non-English Speaking Background. These students are predominantly enrolled in the School's further education programs. The School is the only provider in the Western Region of Melbourne to be delivering Music Performance and Technology Programs which commenced in 1999 at the Sunbury Campus, and Performing Arts courses at both Footscray Nicholson and Sunbury Campuses. These courses provide young people with an opportunity to commence training for employment in the Performing Arts Industry.

Nel Cook
Associate Director
Head, School of Further Education & Employment Services
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.

**Adult General Education Courses**

**Certificate I in General Education for Adults (Introductory) (21249VIC)**

**Career Opportunities**
Further education and training.

**Course Objective**
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

**Entry Requirements**
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level. All applicants who wish to study within the Certificate I in General Education for Adults (Introductory)(21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Course Duration**
The course may be offered on a full-time basis over 360 nominal hours or part-time equivalent.

**Course Structure**
The structure of the course is as follows:

### Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM685</td>
<td>Reading and Writing–Introductory</td>
<td>100</td>
</tr>
<tr>
<td>VBM686</td>
<td>Numeracy and Mathematics – Introductory</td>
<td>100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

**Elective Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM563</td>
<td>Oral Communications–Introductory</td>
<td>80</td>
</tr>
<tr>
<td>VBM667</td>
<td>General Curriculum Options – Introductory</td>
<td>80</td>
</tr>
</tbody>
</table>

160 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area. Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate I in General Education for Adults (21250VIC)

Career Opportunities
Further education and training.

Course Objective
The course aims to provide learners with:
• an accredited general education course at AQF level I
• skill development in reading, writing and numeracy
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

All applicants who wish to study within the Certificate I in General Education for Adults (21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

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

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

Course Structure
The structure of the course is as follows:

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM688</td>
<td>Reading &amp; Writing 1</td>
<td>100</td>
</tr>
<tr>
<td>VBCM689</td>
<td>Numeracy &amp; Mathematics 1</td>
<td>100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM564</td>
<td>Oral Communications 1</td>
<td>80</td>
</tr>
<tr>
<td>VBM670</td>
<td>General Curriculum Options 1</td>
<td>80</td>
</tr>
</tbody>
</table>

or

160 Hours of Elective Modules at the same AQF level may be drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

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

Certificate III in General Education for Adults (21252VIC)

Career Opportunities
Further education and training.

Course Objectives
The course aims to provide learners with:
• an accredited general education course at AQF level III
• skill development in reading, writing and numeracy
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

All applicants who wish to study within the Certificate II in General Education for Adults (21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

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

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

Certificate II in General Education for Adults (21251VIC)

Career Opportunities
Further education and training.

Career Objectives
The course aims to provide learners with:
• an accredited general education course at AQF level II
• skill development in reading, writing and numeracy
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

All applicants who wish to study within the Certificate II in General Education for Adults (21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

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

Course Duration
The course may be offered on a full-time basis over 260 nominal hours or part-time equivalent.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level.

All applicants who wish to study within the Certificate II in General Education for Adults (21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

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

Course Duration
The course may be offered on a full-time basis over 280 nominal hours or part-time equivalent.
Course Structure

The structure of the course is as follows:

### Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM694</td>
<td>100</td>
</tr>
<tr>
<td>VBM695</td>
<td>100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

- VBM566 Oral Communications III 80
- VBM696 General Curriculum Options III 80

160 Hours of Elective Modules at the same AQF level drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

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

Certificate I in Vocational Studies (Transport and Distribution)(15598VIC)

### Career Opportunities

Further education and training, traineeships and apprenticeships

### Course Objective

The course aims to provide students who have specific learning difficulty or disability with basic vocational education and training. Students are assisted through case management and individualised programs to develop the social and personal skills necessary for transitioning to work or further education. It provides knowledge and skills for students to make informed choices about vocational and career paths, and enhances employment prospects across a range of occupations.

### Entry Requirements

To qualify for admission to the course, applicants must be 16 years and over, have specific learning difficulty, and are able to travel independently. Student must be able to demonstrate their commitment to employment or further education.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in Transition to Work or Further Education. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in Transition to Work or Further Education. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in Transition to Work or Further Education.

Additional Information

Certificate I in Vocational Studies (Transport and Distribution) participants may move onto Certificate II Vocational Studies, Certificate II in General Education for Adults, or Vocational Courses at AQF levels 1 & 2.

Students completing the Certificate I in Vocational Studies (Transport and Distribution) will concurrently complete qualifications within the Course in Planning for Employment and Training (21109VIC) and Transport and Distribution (Warehousing) Training Package.

### Course Duration

The course may be offered on a full-time basis over 240-250 nominal hours or part-time equivalent

Course Structure

The structure of the course is as follows:

### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VBM722</td>
<td>40</td>
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<tr>
<td>VBM723</td>
<td>40</td>
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<tr>
<td>VBM724</td>
<td>40</td>
</tr>
</tbody>
</table>

### Stream Units

**Warehousing Stream**

- TDTD197 Shift Material Safety 80
- TDTD297 Use Manual Safely 80

### Electives

80 hours of elective units selected from the following:

- VBM137 Personal Effectiveness 30
- VBM138 Orientation to Learning 25
- VBM139 Orientation to Work 25
- NCS001 Workplace Communication 40
- NCS003 Job Seeking Skills 20
- VBM176 Workplace Research Project 40
- NOS118 Computer Operations – Data Operations 10
- NOS143 Computer Operations – Fundamentals 5
- VBM687 General Curriculum Options (Driver Education) 80
- VBC858 Numeracy and Mathematics 80

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

Diploma of Further Education(21015VIC)

### Certificate IV in Further Education (21014VIC)

### Career Opportunities

TAFE Entry

### Course Objectives

This course provides an alternative pathway into tertiary education programs for those whose personal, geographical, family, educational history and other circumstances means that they are disadvantaged and/or unable to gain entry to courses via existing entry mechanisms. The Diploma of Further Education(21015VIC) is a nested framework curriculum in which there is an exit point at Certificate IV(21014VIC). Through its core modules, it provides a mechanism for learners to explore their own learning needs and to map a learning program using modules from accredited vocational education and training and higher education programs and courses. The learning program will be negotiated with staff to ensure that it meets adult entry requirements and selection process criteria.

To qualify for admission to the course, applicants must be 16 years and over. Adults who have left school without a Year 12 pass are particularly suitable.

Additionally, applicants should demonstrate skills in literacy and numeracy equivalent to Certificate II in General Education for Adults(21252VIC). Skills equivalent to Certificate III in General Education for Adults (21252VIC) are preferable.

### Course Duration

This course is offered on a full-time basis over one year (total of 420 hours). To achieve the Diploma in Further Education(21015VIC) an additional 600 hours will need to be undertaken in a second year.
Course Structure
Certificate IV in Further Education

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BBJ506</td>
<td>70</td>
</tr>
<tr>
<td>BBJ507</td>
<td>70</td>
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</table>

Negotiated Modules (some stream examples may include)
(at least four modules to be completed at AQF level 4 or higher)

<table>
<thead>
<tr>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communication</td>
<td>40</td>
</tr>
<tr>
<td>Written Communication</td>
<td>40</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>40</td>
</tr>
<tr>
<td>Use of Internet 40</td>
<td>40</td>
</tr>
<tr>
<td>Computing Skills</td>
<td>40</td>
</tr>
<tr>
<td>Mathematical Skills</td>
<td>40</td>
</tr>
<tr>
<td>Specific Skills (needed for Adult Entry into targeted course)</td>
<td>40</td>
</tr>
<tr>
<td>Study Skills</td>
<td>40</td>
</tr>
</tbody>
</table>

Elective Modules
to be selected from currently accredited VET modules or endorsed units of competency

<table>
<thead>
<tr>
<th>Module</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120</td>
</tr>
</tbody>
</table>

Elective modules may be taken from the framework or from any accredited course.

Diploma of Further Education

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBJ508</td>
<td>60</td>
</tr>
<tr>
<td>BBJ509</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Modules

(To be selected from currently accredited VET modules or endorsed units of competency and may include at least one higher education subject). 480 hours

Elective modules may be taken from the framework or from any accredited course. 600 hours

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

Certificate I in Work Education (21108VIC)

Career Opportunities
Various or further study.

Course Objective
This is a post secondary course designed to prepare people with a range of special learning needs for competitive mainstream employment involving routine tasks under supervision, or further vocational training.

The course introduces students to full-time adult learning in a valued, mainstream setting.

Course aims are:
- To develop confidence in a university and industry based valued learning environment;
- To develop effective communication skills through a range of verbal and non-verbal strategies;
- To develop confidence, skills and strategies to competently manage pathways in future employment and/or education and training;
- To develop personal organisational skills related to employment and vocational education and training

Entry Requirements
- Minimum age 16
- Have special learning needs (associated with intellectual, learning, psychological disability)
- Have potential and motivation for employment
- Have the support of his or her family or advocate

Course Duration
This course is offered on a full-time basis over two years. Flexible learning arrangements may include off-campus study, workshops or workplace delivery.

Course Structure
The structure of the course is as follows:

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBC858</td>
<td>80</td>
</tr>
<tr>
<td>VBC156</td>
<td>10</td>
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<td>VBC157</td>
<td>80</td>
</tr>
<tr>
<td>VBC158</td>
<td>30</td>
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<tr>
<td>VBC159</td>
<td>30</td>
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<tr>
<td>VBC160</td>
<td>30</td>
</tr>
<tr>
<td>VBC161</td>
<td>65</td>
</tr>
<tr>
<td>VBC162</td>
<td>95</td>
</tr>
<tr>
<td>VBC163</td>
<td>80</td>
</tr>
<tr>
<td>VBC164</td>
<td>300</td>
</tr>
<tr>
<td>VBC165</td>
<td>400</td>
</tr>
</tbody>
</table>

Electives
An additional 400 hours of electives is offered over the two-year period.

Students select trade electives from a range of areas. Electives may be chosen from areas such as Horticulture, Carpentry and Joinery, Automotive, Commercial Cleaning, Retail Skills, Office Skills, Mailhousing and Kitchen Attending, but not inclusive.

Certificate I in Transition Education (15494VIC)

Career Opportunities
Further Education and Training

Course Objective
The course aims to provide young people who have special learning needs (associated with intellectual and learning disability) with the skills to access a preferred option/s such as:
- Further education and/or training
- Entry into paid employment or voluntary work
- Other adult service providers

Entry Requirements
To qualify for admission to the course, applicants must be post school age (18+ of age and eligible Futures Funding) and must be able to demonstrate to the satisfaction of the Head of Department that they are in search of an adult option/s. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Additional Information
Certificate 1 in Transition Education participants may move onto Certificate 1 in Work Education, Certificate 1 in General Education for Adults (Foundation), or Vocational Course at AQF levels 1 & 2
Course Duration
The course is offered on a full-time basis over 900 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core units (450 nominal hours)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBG758</td>
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</tr>
<tr>
<td>VBG759</td>
<td>100</td>
</tr>
<tr>
<td>VBG760</td>
<td>100</td>
</tr>
<tr>
<td>VBG761</td>
<td>150</td>
</tr>
</tbody>
</table>

450 Hours of Electives units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBG762</td>
<td>50</td>
</tr>
<tr>
<td>VBG764</td>
<td>50</td>
</tr>
<tr>
<td>VBG766</td>
<td>50</td>
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<td>VBG767</td>
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<td>VBG 768</td>
<td>50</td>
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<td>VBG 769</td>
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<td>VBG 774</td>
<td>25</td>
</tr>
<tr>
<td>NOS250</td>
<td>25</td>
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</tbody>
</table>

Any modules/electives units at AQF level I and II selected by the student with the approval of the Head of Department drawn from other accredited vocational courses or Training Packages. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Laundry Operations (LMT10600)

Delivery Mode
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities
Laundry Operations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as an assistant under direct supervision in a sector of the laundry industry.

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

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

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

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

Course Structure
The structure of the course is:

Core Units
LMTQAGN01A Apply quality standards
LMTHRGN08A Follow defined OHS policies and procedures
LMTPRLA01A Collect, receive and sort product

Effective Unit
one unit (100 nominal hours) from a relevant production field, which unit is to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

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

Certificate II in Laundry Operations (LMT21400)

Delivery Mode
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities
Laundry Operations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as a standard operator in a sector of the laundry industry.

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

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.
Students enrolled as apprentices or trainees must be employed under the Apprenticeship Training Scheme.

**Course Duration**
The course may be offered on a full-time basis over 440 nominal hours or part-time equivalent.

**Course Structure**
The structure of the course is:

- **Core Units**
  - LMTQAGN01A  Apply quality standards
  - LMTHRGN08A  Follow defined OH&S policies and procedures
  - LMTPRLA01A  Collect, receive and sort product;

- **Elective Units**
  (i) two units (together totalling 210 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and
  (ii) one further unit (100 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

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

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**Certificate III in Laundry Operations (LMT31100)**

**Delivery Mode**
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

**Career Opportunities**
Laundry Operations.

**Course Objectives**
The course aims to provide students with the practical and theoretical knowledge required to work as a leading hand/supervisor in the laundry industry.

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

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

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

**Course Duration**
The course may be offered on a full-time basis over 790 nominal hours or part-time equivalent.

**Course Structure**
The structure of the course is:

- **Core Units**
  - LMTQAGN01A  Apply quality standards
  - LMTHRGN08A  Follow defined OH&S policies and procedures
  - LMTPRLA01A  Collect, receive and sort product;
  - BSXFMI304A  Participate in, lead and facilitate work teams;

- **Elective Units**
  (i) three units (together totalling 310 nominal hours) at Australian Qualifications Framework Level 3, of which two units must be from a relevant production field;
  (ii) two units (together totalling 210 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and
  (iii) one further unit (100 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

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

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**Certificate I in Dry Cleaning Operations (LMT11000)**

**Delivery Mode**
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

**Career Opportunities**
Dry Cleaning Operations.

**Course Objectives**
The course aims to provide students with the practical and theoretical knowledge required to work as a trainee under direct supervision in the dry cleaning industry.

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

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

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

**Course Duration**
The course may be offered on a full-time basis over 270 nominal hours or part-time equivalent.

**Course Structure**
The structure of the course is:

- **Core Units**
  - LMTQAGN01A  Apply quality standards
  - LMTHRGN08A  Follow defined OH&S policies and procedures

- **Elective Units**
  Two units (together totalling 200 nominal hours) from a relevant production field, which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate II in Dry Cleaning Operations (LMT21500)

Delivery Mode
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities
Dry Cleaning Operations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as a machine operator in the dry cleaning industry.

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

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

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

Course Duration
The course may be offered on a full-time basis over 490 nominal hours or part-time equivalent.

Course Structure
The structure of the course is:

Core Units
LMTQAGN01A Apply quality standards
LMTHRGN08A Follow defined OH&S policies and procedures;

Elective Units
(i) two units (together totalling 220 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and
(ii) two further units (together totalling 200 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

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

Certificate III in Dry Cleaning Operations (LMT31200)

Delivery Mode
This is a fee-for-service course. This course is generally offered as workplace based delivery to industry/corporations.

Career Opportunities
Dry Cleaning Operations.

Course Objectives
The course aims to provide students with the practical and theoretical knowledge required to work as an owner-operator or manager in the dry cleaning industry.

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

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

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

Course Duration
The course may be offered on a full-time basis over 790 nominal hours or part-time equivalent.

Course Structure
The structure of the course is:

Core Units
LMTQAGN01A Apply quality standards
LMTHRGN08A Follow defined OH&S policies and procedures;

Elective Units
(i) four units (together totalling 300 nominal hours) at Australian Qualifications Framework Level 3, of which two units must be from a relevant production field;
(ii) two units (together totalling 220 nominal hours) at Australian Qualifications Framework Level 2, of which one unit must be from a relevant production field; and
(iii) two further units (together totalling 200 nominal hours) from a relevant production field;

which units are to be selected by the student, in consultation with his/her employer, with the approval of the Head of Department, having regard to the relevant units listed in the relevant training package.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
The Department of Arts and Preparatory Programs – 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>21052VIC</td>
<td>Diploma of Arts (Small Companies and Community Theatre) (21052VIC)</td>
</tr>
<tr>
<td>21123VIC</td>
<td>Certificate IV in Professional Writing and Editing (21123VIC)</td>
</tr>
<tr>
<td>21124VIC</td>
<td>Diploma of Arts (Professional Writing and Editing) (21124VIC)</td>
</tr>
<tr>
<td>21047VIC</td>
<td>Certificate I in English Language Literacies (21047VIC)</td>
</tr>
<tr>
<td>21048VIC</td>
<td>Certificate II in English Language Literacies (21048VIC)</td>
</tr>
<tr>
<td>31132200KFM</td>
<td>Access Course for Women (31132200KFM)</td>
</tr>
<tr>
<td>31132200HZB</td>
<td>Gateway to Nursing and the Health Sciences (31132200HZB)</td>
</tr>
<tr>
<td>21249VIC</td>
<td>Certificate I in General Education for Adults (Introductory) (21249VIC)</td>
</tr>
<tr>
<td>21250VIC</td>
<td>Certificate I in General Education for Adults (21250VIC)</td>
</tr>
<tr>
<td>21251VIC</td>
<td>Certificate II in General Education for Adults (21251VIC)</td>
</tr>
<tr>
<td>2200LZV</td>
<td>Victorian Certificate of Education (2200LZV)</td>
</tr>
</tbody>
</table>

Department of Arts & Preparatory Programs

The Department of Arts and Preparatory Programs – TAFE conduct a wide range of courses which provide vocational education for a variety of Arts and Preparatory occupations ranging from pre-employment through to para-professional level.

Code

21052VIC  Diploma of Arts (Small Companies and Community Theatre) (21052VIC)
21123VIC  Certificate IV in Professional Writing and Editing (21123VIC)
21124VIC  Diploma of Arts (Professional Writing and Editing) (21124VIC)
21047VIC  Certificate I in English Language Literacies (21047VIC)
21048VIC  Certificate II in English Language Literacies (21048VIC)
31132200KFM Access Course for Women (31132200KFM)
31132200HZB Gateway to Nursing and the Health Sciences (31132200HZB)
21249VIC  Certificate I in General Education for Adults (Introductory) (21249VIC)
21250VIC  Certificate I in General Education for Adults (21250VIC)
21251VIC  Certificate II in General Education for Adults (21251VIC)
2200LZV  Victorian Certificate of Education (2200LZV)

Career Opportunities

Stage actor/performer, circus performer, stage director/manager, performing arts manager

Course Objectives

The course aims to provide the knowledge and skills required for employment in all areas of the performing arts industry including festivals and community theatres. It is appropriate for multi-skilled theatre workers who have some performance and technical skills. The course is designed to enable students to develop, manage and perform in productions for small companies, community theatres, festivals and events.

Entry Requirements

To qualify for admission to the course, applicants must have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults statewide accredited curriculum (published December, 1996). Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration

The course may be offered on a full-time basis over two years or part-time equivalent (1849 nominal hours).

Certificate IV in Professional Writing and Editing (21123VIC)

Career Opportunities

Creative writing, journalism, editing and publishing

Course Objectives

The course aims to:

- provide participants with a theoretical base and practical skills in technical, business and/or creative writing, to pursue either para-professional level employment or further tertiary study
- promote writing as a vocation, with the development of suitable communication skills which are transferable either within industry or freelance.
- improve participants’ writing skills and awareness of industry standards and demands, developing communication and cultural skills and adding to the cultural productivity in the community.
- provide participants with pathways to formal graduate and post graduate courses
Entry Requirements

To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing and a statement of interest before being selected for an interview.

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

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (680 nominal hours).

Course Structure

The structure of the course is as follows:

### Core modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Points</th>
<th>Module Details</th>
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<tbody>
<tr>
<td>VAC474</td>
<td>1</td>
<td>Industry Overview 1</td>
</tr>
<tr>
<td>VBK382</td>
<td>1</td>
<td>Computer Skills for Writers &amp; Editors</td>
</tr>
<tr>
<td>VBK383</td>
<td>1</td>
<td>Editing 1A</td>
</tr>
<tr>
<td>VBK384</td>
<td>1</td>
<td>Editing 1B</td>
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</table>

### Elective Modules

At least two points from (i). The remaining six points may be chosen from (i), (ii) and modules with asterisk * as indicated. Electives to be selected by the student with the approval of the Head of Department:

(i) at least two points must be selected from the following group

<table>
<thead>
<tr>
<th>Code</th>
<th>Points</th>
<th>Module Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA408</td>
<td>1</td>
<td>Applied Writing for Public Relations 1</td>
</tr>
<tr>
<td>VAA409</td>
<td>1</td>
<td>Applied Writing for Public Relations 2</td>
</tr>
<tr>
<td>VAE344</td>
<td>1</td>
<td>Corporate Writing 1A</td>
</tr>
<tr>
<td>VAN041</td>
<td>1</td>
<td>Corporate Writing 1B</td>
</tr>
<tr>
<td>VBK385</td>
<td>1</td>
<td>Introduction to Fiction Writing 1</td>
</tr>
<tr>
<td>VAE272</td>
<td>1</td>
<td>Non Fiction 1A</td>
</tr>
<tr>
<td>VAN037</td>
<td>1</td>
<td>Non Fiction 1B</td>
</tr>
<tr>
<td>VAE281</td>
<td>1</td>
<td>Novel 1A</td>
</tr>
<tr>
<td>VAN039</td>
<td>1</td>
<td>Novel 1B</td>
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<tr>
<td>VAE831</td>
<td>1</td>
<td>Poetry 1A</td>
</tr>
<tr>
<td>VAN043</td>
<td>1</td>
<td>Poetry 1B</td>
</tr>
<tr>
<td>VAE863</td>
<td>1</td>
<td>Popular Fiction 1A</td>
</tr>
<tr>
<td>VAN044</td>
<td>1</td>
<td>Popular Fiction 1B</td>
</tr>
<tr>
<td>VAN042</td>
<td>1</td>
<td>Screenwriting 1B</td>
</tr>
<tr>
<td>VAE552</td>
<td>1</td>
<td>Screenwriting 1A</td>
</tr>
<tr>
<td>VBK386</td>
<td>1</td>
<td>Script Writing 1A</td>
</tr>
<tr>
<td>VBK387</td>
<td>1</td>
<td>Script Writing 1B</td>
</tr>
<tr>
<td>VAN045</td>
<td>1</td>
<td>Short Story 1B</td>
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<tr>
<td>VAE913</td>
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<td>Short Story 1A</td>
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<tr>
<td>VBK388</td>
<td>1*</td>
<td>Writing for Children (Young Readers) A</td>
</tr>
<tr>
<td>VBK389</td>
<td>1*</td>
<td>Writing for Children (Young Readers) B</td>
</tr>
<tr>
<td>VBK390</td>
<td>1*</td>
<td>Writing for Radio</td>
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</table>

(ii)

<table>
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<tr>
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<th>Points</th>
<th>Module Details</th>
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<tbody>
<tr>
<td>VAC412</td>
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<td>Desktop Publishing 1</td>
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<tr>
<td>VAD964</td>
<td>1</td>
<td>Design and Layout</td>
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<tr>
<td>VAC391</td>
<td>1</td>
<td>Internet Skills for Writers &amp; Editors</td>
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<tr>
<td>VBK302</td>
<td>1*</td>
<td>Literature for Writers A</td>
</tr>
<tr>
<td>VBK393</td>
<td>1*</td>
<td>Literature for Writers B</td>
</tr>
<tr>
<td>VBK394</td>
<td>1*</td>
<td>Photography for Writers</td>
</tr>
<tr>
<td>VAN019</td>
<td>1*</td>
<td>Practical Placement</td>
</tr>
<tr>
<td>VBK395</td>
<td>1*</td>
<td>Role of the Editor</td>
</tr>
<tr>
<td>VAG831</td>
<td>1*</td>
<td>Writer and Research</td>
</tr>
</tbody>
</table>

Notes: – One point equals nominal duration 68 hours
– Modules with asterisk after points may be undertaken as part of a Certificate IV or Diploma.

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

Diploma of Arts
(Professional Writing and Editing)(21124VIC)

Career Opportunities

Creative writing, journalism, editing and publishing.

Course Objectives

The course aims to:

- provide student with an awareness of marketing in terms of their own work, and to develop knowledge of the markets available to the professional writer and editor.
- promote students’ analytical and problem solving skills in relation to both written work and communication aspects of the industry
- develop skills in the and application of research, design and implementation principles within both freelance and industry projects.
- provide a knowledge of the process of following through more detailed and lengthy projects to successful conclusion.

Entry Requirements

To qualify for admission to the course, applicants must have completed Year 12 or an equivalent or be of mature age. Applicants need to submit a folio of writing before being selected for an interview. Pre-requisite for the course is the Certificate IV in Professional Writing and Editing(21123VIC).

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

Course Duration

The course may be offered on a full-time basis over one year or part-time equivalent (544 nominal hours).

Course Structure

The structure of the course is as follows:

Elective Modules

At least two points from (i) the remaining four points may be chosen from (ii) or (i) and modules with asterisk * as indicated. Electives to be selected by the student with the approval of the Head of Department:

(i) at least two points must be selected from the following group:

<table>
<thead>
<tr>
<th>Code</th>
<th>Points</th>
<th>Module Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAA209</td>
<td>1</td>
<td>Advanced Novel 2</td>
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<tr>
<td>VBK397</td>
<td>1</td>
<td>Authoring a Multimedia Product 2</td>
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<tr>
<td>VAA410</td>
<td>1</td>
<td>Applied Writing for Public Relations 3</td>
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<tr>
<td>VAA411</td>
<td>1</td>
<td>Applied Writing for Public Relations 4</td>
</tr>
<tr>
<td>VBK396</td>
<td>1</td>
<td>Advanced Screenwriting Project 2</td>
</tr>
<tr>
<td>VAA910</td>
<td>1</td>
<td>Corporate Writing 2A</td>
</tr>
<tr>
<td>VAN028</td>
<td>1</td>
<td>Corporate Writing 2B</td>
</tr>
<tr>
<td>VAA980</td>
<td>1</td>
<td>Desktop Publishing 2A</td>
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<tr>
<td>VAN029</td>
<td>1</td>
<td>Desktop Publishing 2B</td>
</tr>
<tr>
<td>VAD728</td>
<td>1</td>
<td>Editing 2A</td>
</tr>
</tbody>
</table>
VAN035 Editing 2B 1
VBK398 Industry Overview 2 1*
VBK399 Literary Non Fiction Project 2 1
VAB273 Myths & Symbols A 1*
VAN031 Myths & Symbols B 1*
VAN038 Non Fiction Project 2B 1
VAE282 Novel 2A 1
VAN040 Novel 2B 1
VAC889 Performance Workshop 2 1
VAD260 Playwriting 2A 1
VAN034 Playwriting 2B 1
VBK400 Poetry 2A 1
VBK401 Poetry 2B 1
VAF544 Scientific/Technical Writing 2 1
VAB402 Screenwriting 2A 1
VAB403 Screenwriting 2B 1
VBF066 Short Story 2A 1
VAN046 Short Story 2B 1
VAP128 Small Press Publishing 2 1
VAM123 Writing Histories 2A 1*
VAM131 Writing for Young Adults A 1*
VAN048 Writing Histories 2B 1
VAN050 Writing for Young Adults B 1*
VBK404 Writing for Children (Older Readers) A 1*
VBK405 Writing for Children (Older Readers) B 1*
VBK406 Writing an Interactive Multimedia Sequence 2 1

The 3 remaining elective points may be selected from paragraph (i) and/or (ii), as indicated by asterisk *. Electives to be selected by the student with the approval of the Head of Department.

Notes: 1 point equals nominal duration 68 hours
modules with asterisk after points may be undertaken as part of a Certificate IV OR Diploma.

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

Certificate I in English Language Literacies (21047VIC)

Career Opportunities
Various – further study.

Course Objective
The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements
There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course is offered on a full-time basis over 200 nominal hours or part-time equivalent.

Course Structure
The course is offered on a full-time basis over 200 nominal hours or part-time equivalent.

Career Opportunities
Various – further study.

Course Objective
The course aims to provide a flexible English language pathway for adult Language Background Other Than English (LBOE) learners who prefer a less formal approach to learning and assessment.

Entry Requirements
There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course is offered on a part-time basis with students selecting modules, according to their own needs, with the approval of the Head of Department. The minimum number of nominal hours for the course would range from 40 hours (2 hours per week for one semester) to a maximum of 234 hours for students selecting the maximum number of modules.

Course Structure
The course is comprised of the following module/units:

BSBCMN107A Operate a personal computer 20
BSBCMN108A Develop keyboard skills 40
BSBCMN213A Produce simple word processed documents 60
BSBCMN214A Create and use simple spreadsheets 20
BSBADM306A Create electronic presentations 20
BSBADM305A Create and use databases 20
WE226 Desktop Publishing 20
WE189 Introduction to Learning to Learn 2
WE212 Stories Online 72
WE209 Work Preparation 90

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Gateway to Nursing and the Health Sciences (31132290HZB)

This is an internally accredited course.

Career Opportunities
This is a bridging course that leads to nursing and other health sciences.

Course Objectives
This course is designed to enable mature age applicants to achieve the minimum entry requirements into the Bachelor of Health Science, Bachelor of Nursing or Acupuncture, or Certificate IV in Health (Nursing)(2407ADC) at Victoria University.

Entry Requirements
Students should be able to demonstrate a high level of competency in reading and writing equivalent to National Report System level 4. Students whose reading and writing skills need further development would be advised to take an English for Academic Purposes course or a Certificate in General Education for Adults course.

Course Duration
Twelve hours per week for 17 weeks. This course is normally conducted in second semester.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>VMB510</td>
<td>Learning to Learn</td>
<td>90</td>
</tr>
<tr>
<td>TFG1092</td>
<td>Human Biology</td>
<td>70</td>
</tr>
</tbody>
</table>

Elective Units
The following modules are to be completed by students who intend applying for Bachelor of Nursing or Bachelor of Health Science courses.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>TFG1091</td>
<td>Health Calculations</td>
<td>50</td>
</tr>
<tr>
<td>TFG1093</td>
<td>Chemistry for the Life Sciences</td>
<td>40</td>
</tr>
</tbody>
</table>

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

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

Preparation for Tertiary Studies (Arts)(31132200LZO)

Career Opportunities
This is a bridging course leading into Arts Degrees.

Course Objective
This course will provide a pathway for students wishing to study in the Humanities, Education and Community Development fields. It is designed to equip students with the language and literacy skills required to undertake both certificate and undergraduate courses. It also provides introductory content in a range of disciplines within the Humanities.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate competency in speaking, reading and writing at a minimum of Level 3 of the Certificate of General Education for Adults or Level 3 Certificate in English as a Second Language (Academic Purposes)(14373VIC).

English as a Second Language Access

Certificate I in ESL Access (14378VIC)

Certificate II in ESL Access (14379VIC)

Career Opportunities
Various further study.

Course Objective
The ESL Access courses aim to provide participants from non English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

Entry Requirements
Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

Course Duration
This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.
Course Structure

Certificate I - Compulsory

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

Two or more electives

Certificate II - Compulsory

<table>
<thead>
<tr>
<th>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>
</tr>
</tbody>
</table>

Two or more electives

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

Certificates in General Education for Adults

Certificate I in General Education for Adults (Introductory) (21249VIC)

Career Opportunities
Further education and training.

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

All applicants who wish to study within the Certificate I in General Education for Adults (Introductory) (21249VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

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

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

Course Structure
The structure of the course is as follows:

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM685</td>
<td>100</td>
</tr>
<tr>
<td>VBM686</td>
<td>100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM653</td>
<td>80</td>
</tr>
<tr>
<td>VBM687</td>
<td>80</td>
</tr>
</tbody>
</table>

or

- 160 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

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

Certificate I in General Education for Adults (21250VIC)

Career Opportunities
Further education and training.

Course Objective
The course aims to provide learners with:
- an accredited general education course at AQF level I
- skill development in reading, writing and numeracy
- skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
There are no formal entry requirements for students wishing to undertake Certificate I. Student would be expected to have competency in oral English language at Certificate I level.

All applicants who wish to study within the Certificate I in General Education for Adults (21250VIC) will be asked to meet with a teacher for an initial assessment and placement interview.

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

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

Course Structure
The structure of the course is as follows:

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM688</td>
<td>100</td>
</tr>
<tr>
<td>VBM689</td>
<td>100</td>
</tr>
</tbody>
</table>

160 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM564</td>
<td>80</td>
</tr>
<tr>
<td>VBM670</td>
<td>80</td>
</tr>
</tbody>
</table>

or

- 160 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Electives will be selected by the Program Area.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate II in General Education for Adults (21251VIC)

Career Opportunities
Further education and training.

Course Objectives
The course aims to provide learners with:
• an accredited general education course at AQF level II
• skill development in reading, writing and numeracy
• skill development in a variety of areas to meet personal needs and facilitate participation in the community, or other workplace and further education and training.

Entry Requirements
To qualify for admission to the course students must have successfully completed Certificate I Level or be assessed by the Program Manager as competent at Certificate I Level. All applicants who wish to study within the Certificate II in General Education for Adults(21251VIC) will be asked to meet with a teacher for an initial assessment and placement interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

Course Structure
The structure of the course is as follows:

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM691</td>
<td>Reading and Writing II</td>
</tr>
<tr>
<td>VBM692</td>
<td>Numeracy and Mathematics II</td>
</tr>
</tbody>
</table>

80 Hours of Elective Modules will be offered by the Program of Adult General Education. Electives may be made up of:

Elective Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM693</td>
<td>General Curriculum Options II</td>
</tr>
</tbody>
</table>

80 Hours of Elective Modules at the same AQF level, drawn from other accredited courses or units of competency endorsed by Training Packages, may be offered by the Program of Adult General Education. Further education and training. Electives will be selected by the Program Area.

Diploma of Liberal Arts (21220VIC)

Incorporating

Certificate IV in Liberal Arts (21219VIC)

Career Opportunities
Further studies.

Course Objectives
This course aims to develop skills in areas such as: complex writing; cultural analysis; research; communication and presentation; social inquiry; information technology; and inter-cultural communication. The course enables adults, including young adults, to develop a confident sense of identity, extends the range of possibilities learners can imagine for themselves and provides alternative and additional pathways into further study.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the Department competencies in reading and writing equivalent to Certificate III level in General Education for Adults(21252VIC). Applicants may be interviewed and may be required to undertake a literacy assessment in order to demonstrate competency at the above level.

Course Duration
This course will be offered over 1228 nominal hours or part time equivalent.

Course Structure
The structure of the course is as follows:

Stage One Certificate IV

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM510</td>
<td>Learning to Learn</td>
</tr>
<tr>
<td>VBM511</td>
<td>Inquiry and Presentation</td>
</tr>
</tbody>
</table>

Stream Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN107A</td>
<td>Operate a personal computer</td>
</tr>
<tr>
<td>BSBCMN108A</td>
<td>Develop Keyboard skills</td>
</tr>
<tr>
<td>BSBCMN213A</td>
<td>Produce simple wordprocessed documents</td>
</tr>
<tr>
<td>BSBCMN306A</td>
<td>Produce business documents</td>
</tr>
<tr>
<td>VBM512</td>
<td>Public Life–Past and Present</td>
</tr>
<tr>
<td>VBM513</td>
<td>Stories Cultures Tell Themselves</td>
</tr>
<tr>
<td>VBM514</td>
<td>Nature and its Human Transformations</td>
</tr>
<tr>
<td>VBM515</td>
<td>Economy and Society</td>
</tr>
<tr>
<td>VBM516</td>
<td>Text and Culture I</td>
</tr>
<tr>
<td>Total</td>
<td>616</td>
</tr>
</tbody>
</table>

*Stream modules may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Stage Two Diploma

Core Module

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM517</td>
<td>Tradition and Modernity</td>
</tr>
<tr>
<td>VBM518</td>
<td>Research Project</td>
</tr>
</tbody>
</table>

Stream Modules*

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBM519</td>
<td>History and Sociology of Human Relationships</td>
</tr>
<tr>
<td>VBM520</td>
<td>Urban Studies</td>
</tr>
<tr>
<td>VBM521</td>
<td>Introduction to Theories of Human Personality</td>
</tr>
<tr>
<td>VBM522</td>
<td>Text and Culture II</td>
</tr>
<tr>
<td>Total</td>
<td>612</td>
</tr>
</tbody>
</table>

Stream modules may be substituted as per Curriculum Document, Diploma of Liberal Arts (21220VIC) accreditation January 1 to 31 December 2006.

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Victorian Certificate of Education (2200LZV)

Career Opportunities
Various, Further Education.

What is VCE?
VCE stands for the Victorian Certificate of Education that is the Year 11 and 12 taught at most Victorian Secondary Institutes. The Victorian Curriculum and Assessment Authority issues the VCE. All students throughout the state do the same course. The VCE is the entrance requirement for most TAFE and tertiary (university) courses and is increasingly becoming a pre-requisite for employment in many areas.

How do I qualify for VCE?

Satisfactory Completion
The VCE will be awarded to adult students returning to study who have satisfactorily completed 6 units at 3 and 4 level plus 2 units of English. Each unit is a half year (semester) of study. Students may take as many years as they require satisfying this requirement. Units 3 and 4 in a subject must be completed in the same year. Students can combine subjects from full-time and part-time attempts. Subjects obtained prior to the introduction of VCE can also be counted. Subjects can be done at more than one institution in the same year.

Continuing students, i.e. students who have completed Units 1 and 2 in the previous year, require 16 units: details on request.

Definition of 'Adult'
BOS considers an adult student to be one who is at least 18 years of age at 1st January and at least one year out of school.

Course Duration
Adult VCE is offered on a full-time basis over one-year or equivalent part-time.

Course Structure
For full-time secondary students, the VCE is a two-year award for Years 11 and 12. It comprises four semesters (of half-year length) of study. Full-time secondary students may study up to 24 units over the two-year course.

Units are broken into two levels: Units 1 and 2 levels correspond to the old Year 11. Units are of a semester (half-year) length. One or both units can be studied at this level. Units 3 and 4 levels are equivalent to the old Year 12. Students have to do both Units 3 and 4 levels at this level. Units 3 and 4 levels are of equivalent standard to the old Year 12. Students have to do both units sequentially at this level. Adult students returning to study can gain their VCE by completing 6 units, 6 units at 3 and 4 level, plus 2 units of English at either Unit 1 and 2 level or Unit 3 and 4 level.

If students intend to undertake tertiary study in the future they would be well advised to do some units at 1 and 2 level in preparation for tackling Units at 3 and 4 level. This is essential for Mathematics and Science subjects. Students should check the pre-requisites suggested for units in the information brochure.

VCE DAY CLASS CODES

Year 11

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA020</td>
<td>English 1</td>
<td>72</td>
</tr>
<tr>
<td>VA020</td>
<td>English 2</td>
<td>72</td>
</tr>
<tr>
<td>VA028</td>
<td>Information Technology 1</td>
<td>72</td>
</tr>
<tr>
<td>VA028</td>
<td>Information Technology 2</td>
<td>72</td>
</tr>
<tr>
<td>VA030</td>
<td>Physics 1</td>
<td>72</td>
</tr>
<tr>
<td>VA030</td>
<td>Physics 2</td>
<td>72</td>
</tr>
<tr>
<td>VA032</td>
<td>Chemistry 1</td>
<td>72</td>
</tr>
<tr>
<td>VA032</td>
<td>Chemistry 2</td>
<td>72</td>
</tr>
<tr>
<td>VA034</td>
<td>Biology 1</td>
<td>72</td>
</tr>
<tr>
<td>VA034</td>
<td>Biology 2</td>
<td>72</td>
</tr>
<tr>
<td>VA036</td>
<td>History 1</td>
<td>72</td>
</tr>
<tr>
<td>VA036</td>
<td>History 2</td>
<td>72</td>
</tr>
<tr>
<td>VA038</td>
<td>Accounting 1</td>
<td>72</td>
</tr>
<tr>
<td>VA038</td>
<td>Accounting 2</td>
<td>72</td>
</tr>
<tr>
<td>VA046</td>
<td>Psychology 1</td>
<td>72</td>
</tr>
<tr>
<td>VA046</td>
<td>Psychology 2</td>
<td>72</td>
</tr>
<tr>
<td>VA054</td>
<td>English (ESL) 1</td>
<td>108</td>
</tr>
<tr>
<td>VA054</td>
<td>English (ESL) 2</td>
<td>108</td>
</tr>
<tr>
<td>VA060</td>
<td>Legal Studies 1</td>
<td>72</td>
</tr>
<tr>
<td>VA060</td>
<td>Legal Studies 2</td>
<td>72</td>
</tr>
<tr>
<td>VA253</td>
<td>General Maths 1</td>
<td>72</td>
</tr>
<tr>
<td>VA253</td>
<td>General Maths 2</td>
<td>72</td>
</tr>
<tr>
<td>VA255</td>
<td>Maths Method 1</td>
<td>72</td>
</tr>
<tr>
<td>VA255</td>
<td>Maths Method 2</td>
<td>72</td>
</tr>
<tr>
<td>VA402</td>
<td>Health &amp; Human Development 1</td>
<td>72</td>
</tr>
<tr>
<td>VA402</td>
<td>Health &amp; Human Development 2</td>
<td>72</td>
</tr>
</tbody>
</table>

Year 12

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA052</td>
<td>Business Management 3</td>
<td>68</td>
</tr>
<tr>
<td>VA052</td>
<td>Business Management 4</td>
<td>68</td>
</tr>
<tr>
<td>VA056</td>
<td>English (ESL) 3</td>
<td>102</td>
</tr>
<tr>
<td>VA056</td>
<td>English (ESL) 4</td>
<td>102</td>
</tr>
<tr>
<td>VA210</td>
<td>English 3</td>
<td>68</td>
</tr>
<tr>
<td>VA210</td>
<td>English 4</td>
<td>68</td>
</tr>
<tr>
<td>VA221</td>
<td>Accounting 3</td>
<td>68</td>
</tr>
<tr>
<td>VA221</td>
<td>Accounting 4</td>
<td>68</td>
</tr>
<tr>
<td>VA223</td>
<td>Biology 3</td>
<td>85</td>
</tr>
<tr>
<td>VA223</td>
<td>Biology 4</td>
<td>85</td>
</tr>
<tr>
<td>VA225</td>
<td>Chemistry 3</td>
<td>85</td>
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<tr>
<td>VA225</td>
<td>Chemistry 4</td>
<td>85</td>
</tr>
<tr>
<td>VA231</td>
<td>Health &amp; Human Development 3</td>
<td>68</td>
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<tr>
<td>VA231</td>
<td>Health &amp; Human Development 4</td>
<td>68</td>
</tr>
<tr>
<td>VA239</td>
<td>Legal Studies 3</td>
<td>68</td>
</tr>
<tr>
<td>VA239</td>
<td>Legal Studies 4</td>
<td>68</td>
</tr>
<tr>
<td>VA241</td>
<td>Physics 385</td>
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<td>VA241</td>
<td>Physics 485</td>
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<tr>
<td>VA245</td>
<td>Psychology 3</td>
<td>68</td>
</tr>
<tr>
<td>VA245</td>
<td>Psychology 4</td>
<td>68</td>
</tr>
<tr>
<td>VA247</td>
<td>Australian History 3</td>
<td>68</td>
</tr>
<tr>
<td>VA247</td>
<td>Australian History 4</td>
<td>68</td>
</tr>
<tr>
<td>VA249</td>
<td>Information Technology 3 (IP &amp; M)</td>
<td>85</td>
</tr>
<tr>
<td>VA249</td>
<td>Information Technology 4 (IP &amp; M)</td>
<td>85</td>
</tr>
<tr>
<td>VA257</td>
<td>Further Maths 3</td>
<td>68</td>
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<tr>
<td>VA257</td>
<td>Further Maths 4</td>
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<tr>
<td>VA259</td>
<td>Maths Method 3</td>
<td>68</td>
</tr>
<tr>
<td>VA259</td>
<td>Maths Method 4</td>
<td>68</td>
</tr>
</tbody>
</table>

VCE EVENING CLASS CODES

Year 11

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA258</td>
<td>Information Technology 1</td>
<td>72</td>
</tr>
<tr>
<td>VA258</td>
<td>Information Technology 2</td>
<td>72</td>
</tr>
</tbody>
</table>

Year 12

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA249</td>
<td>Information Technology (IP&amp;M)</td>
<td>68</td>
</tr>
<tr>
<td>VA249</td>
<td>Information Technology (IP&amp;M)</td>
<td>68</td>
</tr>
<tr>
<td>VA271</td>
<td>English Literature 3</td>
<td>59.5</td>
</tr>
<tr>
<td>VA271</td>
<td>English Literature 4</td>
<td>59.5</td>
</tr>
<tr>
<td>VA289</td>
<td>Specialist Maths 3</td>
<td>59.5</td>
</tr>
<tr>
<td>VA289</td>
<td>Specialist Maths 4</td>
<td>59.5</td>
</tr>
</tbody>
</table>

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

TAFE: Music currently offers 5 courses in the areas of music Performance/Composition, Sound Production and Business. These vocational courses provide education and training to equip students with industry standard skills.

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

Certificate IV in Music (CUS40101)

Career Opportunities
Career opportunities in the music recording and publishing industries; management of artists/events/venues; promotion and marketing; small business.

Course Objectives
This course aims to meet the needs of the contemporary music industry in the preparation of musicians capable of being employed in a variety of workplace environments.

Entry Requirements
The entry requirements are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. An interview and audition are also required for this course. All applicants must lodge a completed Victoria University Supplementary Information form.

Course Duration
This course is offered on a full-time basis for one year, over a nominal duration of 560 hours.

Course Structure
To attain the Certificate IV in Music 14 units of competency must be achieved. All units in Group A, at least seven units in Group B and four other units selected from Group B and the Certificate IV Unit Bank. Selection of units will be made by the school.

Group A
- CUSTGE01A Supervise technical operations
- CUEOHS1A Implement workplace health, safety and security procedures
- CUSADM08A Address copyright requirements
- CUSSAF02A Follow health, safety and security procedures in the music industry
- CUSBGE17A Maintain and apply music industry knowledge
- CUSBMCP02A Compose a simple song or tune
- CUSMPF08A Contribute to backup accompaniment for a performance
- CUSMPF03A Create a simple accompaniment for a song or tune
- CUSMPF05A Develop and maintain stagecraft skills
- CUSMPF10A Develop and practise improvisation
- CUSMPF09A Evaluate and extend performance technique
- CUSMG12A Maintain and expand music knowledge and critical listening skills
- CUSMPF15A Perform music as a soloist
- CUSMPF11A Perform music as part of a group
- CUSMPF12A Plan, prepare and present a live audition program
- CUSMPF04A Prepare self for performance
- CUSMG14A Read Music for performance and analysis
- CUSMG10A Use MIDI devices or software to compose music

Certificate IV in Music Industry (Technical Production) (CUS40201)

Career Opportunities
Live performance sound production, assistant studio engineer.

Course Objectives
This course aims to provide students with a wide range of knowledge and skills to be able to work in the music industry, either as small business (freelance) operators in a variety of music technology and related fields, or as practitioners in medium to large post-production facilities. This course provides training in both live and studio recording practices, and is suitable for students wanting to work with performers operating at the local/National level.

Entry Requirements
The entry requirements for this course are consistent with the Australian Qualifications Framework. For Certificate IV courses this is generally the successful completion of Year 12 (or equivalent) or mature age entry. An interview is also required. All applicants must lodge a completed Victoria University Supplementary Information form.

Course Duration
This course is offered on a full time basis for one year, over a nominal duration of 560 hours.

Course Structure
To attain the Certificate IV in Music Industry (Technical Production) (CUS40201) 14 units of competency must be achieved. At least five units in Group A, five units in Group B and four other units from group A or B and/or the unit bank for Certificate IV. Selection of units will be made by the school.

Group A
- CUSTGE01A Supervise technical operations
- CUEOHS1A Implement workplace health, safety and security procedures
- CUSADM03A Manage a project
- THHG16A Manage physical assets
- CUETEM2A Manage systems
- BSXFM1404A Participate in, lead and facilitate work teams

Group B
- CUSSOU12A Edit sound using digital systems
- CUSSOU05A Install, align and test sound equipment
- CUSMG12A Maintain and expand music knowledge and critical listening skills
- CUSSOU11A Operate sound mixing console
- CUSSOU08A Operate sound reinforcement system
- CUSSOU1A Repair and maintain sound equipment
- CUSSOU23A Specify sound systems

Certificate IV Unit Bank
Units to be selected by the School. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Music Industry (Technical Production) (CUS50201)

Career Opportunities
Live performance sound production, assistant studio engineer.

Course Objectives
This course provides the framework for the student to:
- Work solo in a local live environment or under supervision in an international live sound production work environment.
- Operate a non-commercial studio intended for personal & project production.
- Work as an engineer in a professional studio.
- Operate as part of a team in producing multimedia product.
- Produce audio products for the Internet.
- Obtain an overview of the contemporary music industry, its history and future directions.
- Determine how the music industry is structured and how it generates income.
- Analyse commercial music and evaluate ways in which contemporary music can be produced to meet its specific goals and reach its target audience.
- Make judgements about the selection, use and purchase of recording & production equipment.
- Manage a small business by being able to:
  - Set up and maintain financial records
  - Develop business plans
  - Undertake marketing and sale promotion
  - Establish and maintain customer relations
  - Apply time management principles
  - Hire and manage staff
  - Monitor the performance of the business
  - Work effectively with a wide range of people in the music industry and use techniques to resolve conflicts and conduct negotiations with individuals or groups.
  - Plan, organise and supervise the work of staff.

Entry Requirements
An interview is required for entry to this course. Applicants are expected to have attained the general competencies pertaining to a relevant Certificate IV level award. Applicants without sound production experience or formal educational qualifications may apply and, in such cases, entry to the course may be granted after interview having regard to the applicant's prior life and work experiences. All applicants must lodge a completed Victoria University Supplementary Information Form.

Course Duration
The course is offered on a full-time basis for 1 year, over a nominal duration of 855 hours.

Course Structure
To attain the Diploma of Music Industry (Technical Production) (CUS50201) 14 units of competency must be achieved. All units in Group A, at least four units in Group B and eight other units selected from the Unit bank for Diploma or another endorsed industry training Package at Diploma level. Selection of units will be made by the school.

Group A
- CUESMT6A Apply music knowledge and artistic judgement
- CUSMGE13A Analyse harmony
- CUSMGE07A Analyse music
- CUSMGE09A Apply time management principles
- CUSMGE08A Compose music for screen using electronic media
- CUSMGE05A Compose songs or tunes in a range of styles
- CUSMGE16A Develop self as artist
- CUSMPF17A Develop technical skills and expand repertoire
- CUSMPF14A Perform accompaniment
- CUSMPF16A Perform improvisation for audience
- CUSMGE13A Plan and prepare a program for performance
- CUSLRN01A Provide musical leadership in performance

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

Group B
- CUSMGE13A Apply music knowledge and artistic judgement
- CUSMGE07A Analyse harmony
- CUSMGE09A Analyse music
- CUSMCP06A Compose music for screen using electronic media
- CUSMCP04A Compose songs or tunes in a range of styles
- CUSMGE02A Develop self as artist
- CUSMPF17A Develop technical skills and expand repertoire
- CUSMPF14A Perform accompaniment
- CUSMPF16A Perform improvisation for audience
- CUSMGE13A Plan and prepare a program for performance

SCHOOL OF FURTHER EDUCATION AND EMPLOYMENT SERVICES
Certificate IV in Music Industry (Business) (CUS40301)

Career Opportunities
Music industry.

Course Objective
This course aims to provide learners with a wide range of business skills necessary for successful participation in the music industry.

Entry Requirements
An interview is required for entry into this course.

Course Duration
The course is offered on a full-time basis for one year.

Course Structure
To attain the Certificate IV in Music Industry (Business) (CUS40301) 14 units of competency must be achieved. All units in Group A, at least six units from Group B and four other units, and/or the unit bank for Certificate IV, or from another endorsed industry training package at Certificate IV level. Selection of units will be made by the school.

Group A

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<td>CUSBGE17A</td>
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Group B

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<td>CUSBFI10A</td>
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<td>CUSMAR01A</td>
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<tr>
<td>CUEMAR3A</td>
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</table>

Certificate IV Unit Bank
Selection from this Unit Bank to be made by the School.
Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Music Industry (Business) (CUS50301)

Career Opportunities
Music Industry.

Course Objective
This course aims to provide learners with a wide range of skills necessary for successful participation as an artist's manager or agent in the music business sector of the industry.

Entry Requirements
Applicants for the Diploma in Music are expected to have attained the general competencies set out for the Certificate IV level before undertaking the Diploma program. Applicants will be required to attend an interview. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
This course may be offered on a full-time basis over 855 nominal hours or part-time equivalent.

Course Structure
The structure of the course is:

Core units (250 nominal hours)

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<td>CUSADM10A</td>
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<td>CUSBGE17A</td>
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Elective units (605 nominal hours)
A minimum of six units from the following -

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<tr>
<td>CUSMAR01A</td>
<td>85</td>
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<tr>
<td>CUEMAR3A</td>
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</table>

Two units selected by the student with the approval of the Head of Department, from the units listed in paragraph 4 (b)(i) and/or the unit bank for Diploma as listed in the Music Industry Training Package CUS01, Australia National Training Authority, 2001.

Three units to be selected by the student with the approval of the Head of Department having regard to the units listed in the unit bank for Diploma in the Music Industry Training Package CUS01 or from any other training package endorsed by the Australian National Training Authority at Diploma level.

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

The Department of Language Studies – TAFE offers an extensive range of courses to develop English language proficiency and socio-cultural knowledge of Australia to a level sufficient to access work and/or further education or training.

Code
14372VIC Certificate II in ESL (Academic Purposes)(14372VIC)
14373VIC Certificate III in ESL (Academic Purposes)(14373VIC)
14374VIC Certificate IV in ESL (Academic Purposes)(14374VIC)
14375VIC Certificate II in ESL (Vocational Purposes)(14375VIC)
14376VIC Certificate III in ESL (Vocational Purposes)(14376VIC)
14377VIC Certificate IV in ESL (Vocational Purposes)(14377VIC)
14378VIC Certificate I in ESL Access (14378VIC)
14379VIC Certificate II in ESL Access (14379VIC)
14380VIC Certificate III in ESL Access (14380VIC)
14381VIC Certificate IV in ESL Access (14381VIC)
21204VIC Course in Concurrent Study(21204VIC)

Margaret Cook
Head, Department of Language Studies – TAFE

English as a Second Language (Academic Purposes)

Certificate II in ESL (Academic Purposes)(14372VIC)

Certificate III in ESL (Academic Purposes)(14373VIC)

Certificate III in ESL (Academic Purposes)(14373VIC) [English for Health Professionals]

Certificate IV in ESL (Academic Purposes)(14374VIC)

Career Opportunities
Further study.

Course Objective
The courses on the ESL for Academic Purposes courses aim to provide participants from non English speaking backgrounds with:

The knowledge and English language skills to study in higher education in Australia.

Entry Requirements
Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

• 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 part-time basis.

Certificate II is 150 nominal hours.

Certificate III is 200 nominal hours.

Certificate IV is 300 nominal hours.

Certificate IV is 600 nominal hours.

Certificate II and III are 450 nominal hours.

Course Structure

Certificate II - Compulsory
Code Hours
VBH445 Oral Communication and Listening Skills 2 150
VBH446 Academic Writing 2 150
VBH447 Academic Reading 2 100

Certificate III - Compulsory
Code Hours
VBH449 Oral Communication and Listening Skills 3 150
VBH450 Academic Writing 3 150
VBH451 Academic Reading 3 100

Certificate IV - Compulsory
Code Hours
VBH453 Oral Communication and Listening Skills 4 150
VBH454 Academic Writing 4 200
VBH455 Academic Reading 4 200

Accessible modules may be taken from the framework or from any accredited course.

Electives offered will be selected by the Department and depend upon the availability of suitable teaching resources and appropriacy.

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

English as a Second Language (Vocational Purposes)

Certificate II in ESL (Vocational Purposes)(14375VIC)

Certificate III in ESL (Vocational Purposes)(14376VIC)

Certificate IV in ESL (Vocational Purposes)(14377VIC)

Certificate III in ESL (Vocational Purposes)(14376VIC) [Aged Care Work]

Certificate IV in ESL (Vocational Purposes)(14377VIC)

Career Opportunities
Various.

Course Objective
The ESL for Vocational Purpose courses aim to provide participants from non English speaking backgrounds with:

• The knowledge and English language skills needed to obtain employment within their occupational fields;

• The knowledge and skills to function effectively in a work environment in Australia;

• An understanding of the Australian workplace and culture;

• A pathway for students with low levels of English language skills to enter the workforce.

Entry Requirements
Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.
Participants entering any course must have the following:

- A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

**Course Duration**

This course may be offered on a full-time basis or part-time equivalent. Certificate II and III courses are 450 nominal hours, Certificate IV is 600 nominal hours.

**Course Structure**

**Certificate II – Compulsory**

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One or more electives

**Certificate III – Compulsory**

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One or more electives

**Certificate IV – Compulsory**

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**Course in Concurrent Study (21204VIC)**

**Career Opportunities**

Various further study.

**Course Objective**

The ESL Access courses aim to provide participants from non-English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

**Entry Requirements**

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

- A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

**Course Duration**

This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

**Course Structure**

**Certificate I – Compulsory**

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Two or more electives

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Two or more electives

Elective modules may be taken from the framework or from any accredited course.

**Certificate III – Compulsory**

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Two or more electives

**Certificate IV – Compulsory**

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Two or more electives

Elective modules may be taken from the framework or from any accredited course.

**Certificate III – Compulsory**

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Two or more electives

**Certificate IV – Compulsory**

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</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 dependant upon the availability of suitable teaching resources and appropriacy.

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

**English as a Second Language Access**

**Certificate I in ESL Access (14378VIC)**

**Certificate II in ESL Access (14379VIC)**

**Certificate III in ESL Access (14380VIC)**

**Certificate IV in ESL Access (14381VIC)**

**Career Opportunities**

Various further study.

**Course Objective**

The ESL Access courses aim to provide participants from non-English speaking backgrounds with:

- an opportunity to improve their English language skills in the four macro skills for reading, writing, speaking and listening;
- employment and living skills;
- a knowledge of Australian society;
- strategies for successful transition into work or further study in Australia.

**Entry Requirements**

Access to the courses contained on the ESL framework is not limited on the basis of age, gender, social or educational background.

Participants entering any course must have the following:

- A level of English that is commensurate with the demands of the course they are entering into. In most cases this will mean that the student entering a certificate course will have preceding level of English as measured on the NRS. For example, a student wishing to enter a Certificate III course on the ESL framework should have completed a Certificate II from the framework or should be assessed at least at level 2 on NRS.

**Course Duration**

This course may be offered on a full-time basis or part-time equivalent. Certificate I and IV in ESL courses under the Framework are 600 nominal hours. Certificate II and III courses are 450 nominal hours.

**Course Structure**

**Certificate I – Compulsory**

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Two or more electives

**Certificate II – Compulsory**

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Two or more electives

**Certificate III – Compulsory**

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Two or more electives

**Certificate IV – Compulsory**

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Two or more electives

Elective modules may be taken from the framework or from any accredited course.

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

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

**Course in Concurrent Study (21204VIC)**

**Career Opportunities**

Various.

**Course Objective**

The course aims to provide learning that can be delivered flexibly to adult learners returning to study or undertaking a program of vocational training and who have identified a need to gain extra generic skills while undertaking their study.

**Entry Requirements**

To qualify for admission to the course the learner should be enrolled in a program of vocational or other further education study at Victoria University.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Course Duration**

This course may be offered up to 200 nominal hours or part-time equivalent.

**Course Structure**

The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBJ717</td>
<td>50</td>
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<tr>
<td>VBJ718</td>
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<tr>
<td>VBJ719</td>
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<tr>
<td>VBJ720</td>
<td>50</td>
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</tbody>
</table>

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

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### Department of Employment & Training Services

The Department of Employment & Training Services conducts the following courses.

- **RUH10198** Certificate I in Horticulture
- **RUH20298–RUH20798** Certificate II in Horticulture
- **21109VIC** Course in Planning for Employment and Training (21109VIC)

Maree Wheelens

Head, Department of Employment and Training Services – TAFE

---

### Certificate I in Horticulture (RUH 10198)

#### Delivery Mode

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

#### Career Opportunities

This course aims to provide vocational training for people working under supervision in the horticulture industry.

#### Course Objective

The Certificate I in Horticulture aims to:

- increase workplace productivity through raising the skill level of workers; and
- increase career opportunities for those working or seeking to work in the horticulture industry.

#### Entry Requirements

There are no formal entry requirements for the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

#### Course Duration

The course is offered on a part-time basis over 110-114 nominal hours.

#### Course Structure

The structure of the course is as follows:

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HRTCORE1</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE2</td>
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<tr>
<td>HRTCORE3</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE4</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE5</td>
<td>10</td>
</tr>
<tr>
<td>HRTCORE6</td>
<td>10</td>
</tr>
</tbody>
</table>

Plus five points (50–54 nominal hours) in total at AQF levels 1 or 2 from Horticulture units of competency selected by the student, with the approval of the Head of Department.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate II in Horticulture (RUH 20298-RUH 20798)

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

Career Opportunities
This course aims to provide vocational training for people working under supervision in the horticulture industry.

Course Objective
The course aims to:
• increase workplace productivity through raising the skill level of workers; and
• increase career opportunities for those working or seeking to work in the horticulture industry.

Entry Requirements
There are no formal entry requirements for the course.

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

Course Duration
The course is offered on a full-time basis over 390 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Units
HRTCORE1 Meet Industry requirements
HRTCORE2 Meet Workplace Health & Safety Requirements
HRTCORE3 Use hazardous substances safely
HRTCORE4 Co-operate in the Workplace
HRTCORE5 Act in an Emergency
HRTCORE6 Plan daily work routine

Elective Units
12 units (264 nominal hours) in total selected by the student, with the approval of the Head of Department, from one, or amongst more than one, of the following streams:
(A) Nursery
(B) Production
(C) Arboriculture
(D) Floriculture
(E) Landscape
(F) Parks and Gardens
(G) Turf Management;
(ii) 66 nominal hours selected by the student, with the approval of the Head of Department, from any other horticulture or agriculture units of competency.

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

Course in Planning for Employment and Training (21109VIC)

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

Career Opportunities
Further training.

Course Objectives
The course aims to improve the training and employment outcomes of disadvantaged, long term unemployed people by providing them with:
• an orientation to work and related training
• information on training and employment options
• the opportunity to identify and enhance personal skills and apply them to a training and/or work context.

Entry Requirements
There are no formal entry requirements for this course. Entry to the course is not restricted on the basis of age, gender, social or educational background. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over 80 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Modules
Code Description Hours
VBK137 Personal Effectiveness 30
VBK138 Orientation to Learning 25
VBK139 Orientation to Work 25

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
School of Human Services, Art and Multimedia

The School of Human Services, Art & Multimedia consists of four departments, the Child Studies, Sport & Recreation, Art, Design & Multimedia and Social & Community Studies Departments together with the Health Services Unit and Library Studies Unit. The School offers a broad range of courses developed in consultation with industry and the community to ensure that training is up to date and relevant to employment.

School of Human Services, Art & Multimedia courses are delivered at the St Albans, Sunbury, Melton, Werribee, Footscray Nicholson, Footscray Park, City King and South Melbourne campuses of the University. A significant number of courses are also delivered in industry settings. The School is the biggest provider of Health Services training in Victoria with a major facility at the Sunbury campus, is the biggest provider of Aged Care training in Victoria, and is a major provider of Sport & Recreation training and Art & Multimedia training.

Programs are also delivered on-the-job in a broad range of enterprises including hospitals, nursing homes and aged care facilities, sporting clubs, child care centres and libraries including the State Library. The School of Human Services, Art & Multimedia develops and delivers both accredited and non-accredited training to meet specific training needs and has developed a range of flexible approaches to the delivery of training which include CD-ROM interactive and distance education using a range of strategies and media.

The School of Human Services, Art & Multimedia is also involved in industry consultancy and research. During 2001-2002 the School continues to be involved in research and development projects in aged care, community work, youth work, and disability work. Sport & Recreation continues its relationship with the AFL as the major provider of the outstandingly successful AFL traineeship.

The School of Human Services, Art & Multimedia is working continually to develop the industry and training expertise of its staff. All staff are involved in curriculum and learning materials development and the development of materials and approaches to support the flexible delivery of programs. A number of staff from the School are involved in the development of Internet based courses and learning materials. The School also offers programs leading to awards with partners in Hong Kong and Korea.

Continuous professional development of staff is a high priority for the TAFE Division and the School. The teaching and administrative staff attend and present papers at numerous conferences and workshops each year and participate in a broad range of professional development programs.

Anne Jones  
Associate Director  
Head, School of Human Services, Art & Multimedia

Department of Art, Design and Multimedia

The Department of Art, Design and Multimedia – TAFE conducts a wide range of courses which provide vocational education for a variety of Art and Multimedia occupations ranging from pre-employment through to para-professional level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12862VIC</td>
<td>Advanced Diploma of Arts (Graphic Design)</td>
</tr>
<tr>
<td>12861VIC</td>
<td>Diploma of Arts (Graphic Arts)</td>
</tr>
<tr>
<td>15727VIC</td>
<td>Certificate IV in Arts (Applied Design)</td>
</tr>
<tr>
<td>CUF60501</td>
<td>Advanced Diploma of Multimedia</td>
</tr>
<tr>
<td>CUF50701</td>
<td>Diploma of Multimedia</td>
</tr>
<tr>
<td>12857VIC</td>
<td>Diploma of Arts (Visual Art)</td>
</tr>
</tbody>
</table>

In addition to these courses, the Department of Art, Design and Multimedia – TAFE conducts training courses for Industry.

John Barnby  
Head, Department of Art, Design and Multimedia - TAFE

Advanced Diploma of Arts  
(Graphic Design)(12862VIC)

Career Opportunities
Graphic Design, Web Design and production, Graphic Art.

Course Objectives
Upon completion of the Diploma of Arts (Graphic Art) successful graduates are eligible to enter into the Advanced Diploma of Graphic Design.
A further year of study is undertaken in Design for Interactive Media with the emphasis on Web Production.

The course promotes development of skills in design for interactive and print based media with a focus on:
• visual design,
• interface design; and
• information design.

Whilst technical prepress expertise is consolidated, graduates are also equipped with an elite mix of creative and technical new media abilities, ensuring that they are truly “industry-ready”.

Entry Requirements
Extensive pre-press knowledge is required, therefore entry is limited to students who have successfully completed the Diploma of Arts (Graphic Art) course.

Applicants will be required to apply directly to the University and submit a folio representing all major components of the course; ie: typography, pre-press, design, illustration, electronic media.

At interview preference will be given to students demonstrating a professional attitude to personal growth in the areas of design and new media.

Campus Location
City-South Melbourne.

Course Duration
The course is offered on a full-time basis over one year.
Course Structure

All modules are compulsory. The structure of the course is as follows:

**Generic Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS644</td>
<td>48</td>
<td>Drawing Level 2</td>
</tr>
<tr>
<td>VBS647</td>
<td>32</td>
<td>Life Drawing Level 2</td>
</tr>
<tr>
<td>VBS758</td>
<td>48</td>
<td>History of Design</td>
</tr>
<tr>
<td>VBS759</td>
<td>96</td>
<td>Design Process Level 2</td>
</tr>
<tr>
<td>VBS760</td>
<td>96</td>
<td>Design Process Level 3</td>
</tr>
<tr>
<td>VBS761</td>
<td>48</td>
<td>3D Studies</td>
</tr>
<tr>
<td>VBS762</td>
<td>96</td>
<td>Design for New Media</td>
</tr>
<tr>
<td>VBS765</td>
<td>96</td>
<td>Vocational Studies</td>
</tr>
<tr>
<td>VBS764</td>
<td>48</td>
<td>Critical Analysis</td>
</tr>
</tbody>
</table>

**Elective Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBD266</td>
<td>48</td>
<td>Research Project Specialisation 1</td>
</tr>
<tr>
<td>VBS689</td>
<td>48</td>
<td>Electronic Design Level 2</td>
</tr>
</tbody>
</table>

Total course hours: 704

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

Diploma of Arts (Graphic Arts) (12861VIC)

Career Opportunities

Graphic Art.

Course Objectives

The Diploma of Arts (Graphic Art) is a two-year full-time course in which students learn the skills necessary to produce artwork for commercial purposes using both traditional and electronic means. The workload includes theory and practical elements. Throughout the course, close industry ties are maintained with frequent visits to sites including printers, advertising and design agencies, in addition to exhibitions and trade shows. These strong industry links allow our Graphic Art students the benefit of a well-established and extensive Work Placement program.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course. Applicants will be required to attend an interview and submit a folio which includes a range of design and practical works, which may include technical and product drawings, illustrations, layouts and sketches. However, other material which indicates an ability to undertake the course can be included. At the interview students should demonstrate an understanding of the course and work in this field.

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Campus Location

City-South Melbourne and St Albans

Course Duration

This course is offered on a full-time basis over two years.

Certificate IV in Arts (Applied Design) (15727VIC)

Career Opportunities

Further education opportunities – TAFE and Higher Education.

Course Objective

This course is designed to develop the entry level skills necessary for further education in Graphic Arts, Graphic Design and Multimedia at the Diploma level. The content has been tailored to bridge the gap that exists between Year 11 and the Diploma level courses. This preliminary year of study is a combination of practical and theory based modules.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 11 or 12 level or equivalent, or be of mature age and must demonstrate the capacity to meet the requirements of the course. Applicants will be required to attend an interview and submit a folio of recent art work.

Course Duration

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

Campus Location

City-South Melbourne and St Albans

Course Structure

This course consists of the following:

**Core Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS637</td>
<td>16</td>
<td>Focus on Industry</td>
</tr>
<tr>
<td>VBS638</td>
<td>48</td>
<td>Design Principles &amp; Elements</td>
</tr>
<tr>
<td>VBS639</td>
<td>32</td>
<td>Contemporary Art and/or Design</td>
</tr>
<tr>
<td>VBS640</td>
<td>32</td>
<td>Computer Aided Design</td>
</tr>
<tr>
<td>VBS641</td>
<td>48</td>
<td>Drawing</td>
</tr>
<tr>
<td>VBS642</td>
<td>32</td>
<td>Life Drawing</td>
</tr>
</tbody>
</table>

**Compulsory Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS744</td>
<td>48</td>
<td>Design Process Level 1</td>
</tr>
<tr>
<td>VBS688</td>
<td>48</td>
<td>Electronic Design Level 1</td>
</tr>
<tr>
<td>VBS746</td>
<td>128</td>
<td>Reprographics &amp; Prepress Level 1</td>
</tr>
<tr>
<td>VBS747</td>
<td>128</td>
<td>Reprographics &amp; Prepress Level 2</td>
</tr>
<tr>
<td>VBS748</td>
<td>80</td>
<td>Finished Art Level 1</td>
</tr>
<tr>
<td>VBS749</td>
<td>80</td>
<td>Finished Art Level 2</td>
</tr>
<tr>
<td>VBS750</td>
<td>80</td>
<td>Finished Art Level 3</td>
</tr>
<tr>
<td>VBS752</td>
<td>32</td>
<td>Technical Colour Applications</td>
</tr>
<tr>
<td>VBS753</td>
<td>80</td>
<td>Technical Illustration</td>
</tr>
<tr>
<td>VBS754</td>
<td>32</td>
<td>Commercial Product Illustration</td>
</tr>
<tr>
<td>VBS755</td>
<td>80</td>
<td>Typography Level 1</td>
</tr>
<tr>
<td>VBS756</td>
<td>80</td>
<td>Typography Level 2</td>
</tr>
<tr>
<td>VBS757</td>
<td>224</td>
<td>Extended Practical Placement</td>
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</table>

**Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS633</td>
<td>48</td>
<td>Drawing for Illustration</td>
</tr>
<tr>
<td>VBS643</td>
<td>48</td>
<td>Photography</td>
</tr>
</tbody>
</table>

Total course hours: 1476

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Multimedia (CUF50701)

Accreditation for the Diploma of Electronic Design and Interactive Media ceased in 2002. Prospective students for 2003 will be able to apply for the Advanced Diploma of Multimedia (CUF60501).

Career Opportunities

Studio based art practice, web design and development, animation and special effects production.

Course Objectives

This qualification is designed to reflect the role of people working in the multimedia industry who perform technical, design, managerial or executive duties. At this level it is possible to specialise in instructional design, project management, production, games or web site design depending on the units selected. Common duties may include:

- Designing multimedia products
- Managing major projects
- Coordinating the production of multimedia products
- Business management
- Evaluating multimedia products
- Managing the design process for multimedia
- Managing multimedia projects
- Writing for multimedia
- Undertaking instructional design
- Editing on-line
- Designing games
- Testing games
- Designing for multimedia
- Producing animation
- Designing web sites/pages

Entry Requirements

Applicants will be required to attend an interview and submit a folio which demonstrates strong creative, conceptual and technical abilities. At the interview applicants should demonstrate an understanding of the Multimedia Industry. Previous work and life experience of mature age applicants may be considered. Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

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

Advanced Diploma of Multimedia (CUF60501)

in incorporating

Diploma of Multimedia (CUF50701)

Course Duration

The Advanced Diploma of Multimedia is offered on a full-time basis over two years with an exit point for the Diploma qualification after 18 month. The courses are also offered part-time. (The Advanced Diploma of Arts Electronic Design and Interactive Media is no longer offered and is replaced by the Film, Television, Radio Multimedia Industry Training Package).

Campus Location

City-South Melbourne and St. Albans.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFGEN01A</td>
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<tr>
<td>CUEOHS1A</td>
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<tr>
<td>CUFMEM09A</td>
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<td>CUFMEM08A</td>
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<td>CUFMEM07A</td>
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<td>CUFMEM06A</td>
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<td>CUFMEM05A</td>
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<td>CUFMEM04A</td>
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<td>CUFMEM03A</td>
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<td>CUFMEM02A</td>
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<td>CUFMEM099</td>
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<td>CUFMEM068</td>
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<td>CUFMEM058</td>
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<td>CUFMEM028</td>
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<td>CUFMEM018</td>
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<td>CUFMEM076</td>
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<td>CUFMEM046</td>
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<td>CUFMEM036</td>
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<td>CUFMEM026</td>
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<td>CUFMEM016</td>
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<tr>
<td>CUFMEM006</td>
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</table>

Diploma of Arts (Visual Art) (12857VIC)

Career Outcomes

Visual Artist.

Course Objectives

This course aims to prepare students for a career in the Visual Arts, particularly painting, by studying relevant practical and theoretical subjects. The course has been developed in conjunction with industry with the intention of training personnel who will be able to operate as self-sufficient artists.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course.
Applicants will be required to attend an interview and submit a folio of recent art work. Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

Course Duration
This course is offered on a full-time basis over two years or part-time equivalent. Part-time programs are normally conducted during the day.

Campus Location
City-South Melbourne.

Course Structure
All modules are compulsory.

<table>
<thead>
<tr>
<th>Generic Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>NCS007 Presenting Information</td>
</tr>
<tr>
<td>VBS635 Occupational Health &amp; Safety</td>
</tr>
<tr>
<td>VBS636 Business Practice</td>
</tr>
<tr>
<td>VBS637 Focus on Industry</td>
</tr>
<tr>
<td>VBS639 Contemporary Art and/or design</td>
</tr>
<tr>
<td>VBS641 Drawing</td>
</tr>
<tr>
<td>VBS642 Life Drawing</td>
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<table>
<thead>
<tr>
<th>Compulsory Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>VBS644 Drawing Level 2</td>
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<tr>
<td>VBS645 Drawing Level 3</td>
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<tr>
<td>VBS646 Drawing Level 4</td>
</tr>
<tr>
<td>VBS647 Life Drawing Level 2</td>
</tr>
<tr>
<td>VBS648 Art Business Level 2</td>
</tr>
<tr>
<td>VBS649 Art Business Level 3</td>
</tr>
<tr>
<td>VBS650 Contemporary Art Studies Level 2</td>
</tr>
<tr>
<td>VBS651 Contemporary Art Studies Level 3</td>
</tr>
<tr>
<td>VBS652 Context &amp; Culture Level 2</td>
</tr>
<tr>
<td>VBS655 Context &amp; Culture Level 3</td>
</tr>
<tr>
<td>VBS654 Context &amp; Culture Level 4</td>
</tr>
<tr>
<td>VBS655 Studio &amp; Materials Studies</td>
</tr>
<tr>
<td>VBS656 Context &amp; Culture Level 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stream Options - Painting</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS657 Painting Level 1</td>
</tr>
<tr>
<td>VBS658 Painting Level 2</td>
</tr>
<tr>
<td>VBS659 Painting Minor Study 1</td>
</tr>
<tr>
<td>VBS660 Painting Minor Study 2</td>
</tr>
<tr>
<td>VBS661 Painting Major Study 1</td>
</tr>
<tr>
<td>VBS662 Painting Major Study 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBS663 Printmaking Level 1</td>
</tr>
<tr>
<td>VBS664 Printmaking Level 2</td>
</tr>
<tr>
<td>VBD259 Electronic Imaging 1</td>
</tr>
<tr>
<td>VBD264 Electronic Imaging 2</td>
</tr>
</tbody>
</table>

Department of Child Studies
The Department of Child Studies – TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, Werribee and industry based locations.

Child Studies Department offers courses which provide vocational education for a variety of Child Studies occupations ranging from pre-employment through to para-professional level.

The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHG60399</td>
<td>Advanced Diploma of Community Services</td>
</tr>
<tr>
<td>CHC50399</td>
<td>Diploma of Community Services</td>
</tr>
<tr>
<td>CHC40399</td>
<td>Certificate IV in Community Services</td>
</tr>
<tr>
<td>CHC30399</td>
<td>Certificate III in Community Services</td>
</tr>
<tr>
<td>CHC20399</td>
<td>Certificate II in Community Services</td>
</tr>
</tbody>
</table>

These courses are also available as traineeships.

In addition to these courses, the Department of Child Studies – TAFE conducts training courses for Industry and research and consultancies for local government and children's services programs.

Sue Dovey
Head, Department of Child Studies - TAFE

Advanced Diploma of Community Services (Children's Services)(CHC60399)

Career Opportunities
Qualified worker, leadership and management roles in the children's services industry.

Course Objective
This course aims to equip students with leadership and management skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve.

The course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia and overseas.

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

Admission will be restricted to applicants who hold a recognised two-year minimum early childhood qualification. These applicants will usually complete Core Units plus some Electives, dependent upon the content of their previous qualification.

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

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Course Duration
The course may be offered on a full-time basis over 1760 nominal hours or part-time equivalent.

The course will be available through part-time studies. Part-time programs are normally conducted in the evenings, via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.
Course Structure

The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD3A Meet information needs of the community</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>CHCCD7A Support community resources</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>CHCOM4A Develop, implement and promote effective communication techniques</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>CHCIF2A Maintain organisation's information systems</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CHCORG5A Maintain an effective work environment</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CHCORG7A Manage workplace issues</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>CHCORG11A Lead and develop others</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>CHCORG17A Implement and monitor occupational health and safety policies, procedures and programs</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>CHCORG19A Develop and maintain the quality of service outcomes</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>CHCP10A Design the facility of programs of the service</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>CHCP12A Monitor and evaluate programs</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>CHCP13A Facilitate the development of programs for children with additional needs</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>CHCRF11A Work in partnership with families to care for the child</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>CHCRF23A Respond to problems and complaints about the service</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>CHCS12A Act as a resource to workers</td>
<td>40</td>
<td></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 Personnel

Prerequisites are required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department, having regard to the relevant units listed in the Community Services Training Package, Children's Services National Competency Standards (CHC99), published 1999. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Community Services (Children's Services)(CHC50399)

Career Opportunities

Qualified worker, management of a range of children's services.

Course Objective

This course aims to assist students to develop the skills, knowledge and understanding to provide for the social, emotional, physical and educational needs of infants and children up to the age of twelve. They also work closely with parents in fostering children's development.

This course combines both classroom teaching and supervised workbased techniques. Students gain “hands-on” experience working with infants and young children in children's centres, kindergartens, and other relevant settings. Great importance is attached to the student's performance during workbased teaching which constitutes about thirty per cent of the course.

This course has National Accreditation which allows graduates the opportunity to apply for work throughout Australia. Many graduates also work for a period overseas.

Entry Requirements

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

Applicants who have successfully completed the Certificate of Occupational Studies (SACS) course, Certificate II in Community Services (Community Work)(CHC20499), Certificate III in Community Services (Children's Services)(CHC30399), Certificate IV in Community Services (Children's Services)(CHC40399) or who are of mature age or possess relevant work experience, are eligible for special consideration.

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

All applicants must:

- Attend a central test/information sessions/open days and interview conducted by the University.
- Some agencies require that participants provide a police check clearance before undertaking workplace training.
- Where demand for student places exceeds the number of places available, special consideration will be given to applicants who live or work in the western metropolitan region.

Course Duration

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

Course Structure

Compulsory Units of Competency, common to all streams

<table>
<thead>
<tr>
<th>Core Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCHILD2A</td>
<td>Support the Rights and Safety of Children within Duty of Care Requirements</td>
</tr>
<tr>
<td>CHCNI10A</td>
<td>Support the Emotional Needs of Children</td>
</tr>
<tr>
<td>CHCNI11A</td>
<td>Guide the Establishment and Maintenance of a Safe Environment</td>
</tr>
<tr>
<td>CHCN8A</td>
<td>Plan Care Routines</td>
</tr>
<tr>
<td>CHCF5A</td>
<td>Foster Children's Cognitive Development</td>
</tr>
<tr>
<td>CHCF6A</td>
<td>Foster Children's Language Development</td>
</tr>
<tr>
<td>CHCF7A</td>
<td>Foster Children's Aesthetic and Creative Development</td>
</tr>
<tr>
<td>CHCCI10A</td>
<td>Establish Plans for Developing Responsible Behaviour</td>
</tr>
<tr>
<td>CHCCI11A</td>
<td>Implement and Promote Inclusive Policies and Practices</td>
</tr>
<tr>
<td>CHCCI12A</td>
<td>Plan the Inclusion of Children with Special Needs</td>
</tr>
<tr>
<td>CHCCI14A</td>
<td>Facilitate Children’s Communication Skills</td>
</tr>
<tr>
<td>CHCPR4A</td>
<td>Provide Opportunities and Experiences to enhance Children's Development</td>
</tr>
<tr>
<td>CHCPR5A</td>
<td>Enhance Children's Play and Leisure</td>
</tr>
<tr>
<td>CHCPR9A</td>
<td>Use Observations and Records</td>
</tr>
<tr>
<td>CHCS10A</td>
<td>Develop New Approaches for providing Service</td>
</tr>
</tbody>
</table>

Elective and optional units

Thirteen elective units and one optional unit selected from the following four specialisations:

- Centre Based Care Workers
- Out of School Hours Care Workers
- Family Day Care – Care Providers
- Family Day Care – Field Workers

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Studies Training Package, Children's Services National competency standards (CHC99), published 1999. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Community Services (Children’s Services)(CHC40399)

Career Opportunities
Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant and family day care worker.

Course Objective
This course aims to equip students with the skills, knowledge and understanding 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
To qualify for admission to the course, applicants must have successfully completed an approved year 12 or equivalent, or be of mature age and assessed by the Department as being capable of completing the course.

Some agencies require that participants provide a police check clearance before undertaking workplace training.

Course Structure
The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCFC1A</td>
<td>Foster the development of children</td>
</tr>
<tr>
<td>CHCFC2A</td>
<td>Foster the physical development of children</td>
</tr>
<tr>
<td>CHCFC3A</td>
<td>Foster the social development of children</td>
</tr>
<tr>
<td>CHCFC4A</td>
<td>Foster the emotional and psychological development of children</td>
</tr>
</tbody>
</table>

Compulsory units of competency (common to all streams)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN4A</td>
<td>Respond to Illness, Accidents and Emergencies</td>
</tr>
<tr>
<td>CHCCN6A</td>
<td>Travel with Children Safely</td>
</tr>
<tr>
<td>CHCCN7A</td>
<td>Foster Children's Self Help Skills</td>
</tr>
<tr>
<td>CHGFC1A</td>
<td>Support the Development of Children in the Service</td>
</tr>
<tr>
<td>CHIC1A</td>
<td>Interact Positively with Children</td>
</tr>
<tr>
<td>CHIC2A</td>
<td>Guide Children's Behaviour</td>
</tr>
<tr>
<td>CHIC4A</td>
<td>Work Collaboratively with Children</td>
</tr>
<tr>
<td>CHOC1A</td>
<td>Participate in the Work Environment</td>
</tr>
<tr>
<td>CHCP1A</td>
<td>Facilitate Play and Leisure</td>
</tr>
<tr>
<td>CHCP2A</td>
<td>Organise Experiences for Children</td>
</tr>
<tr>
<td>CHCP3A</td>
<td>Observe Children</td>
</tr>
<tr>
<td>CHCPR1A</td>
<td>Communicate with Family Members about their Child</td>
</tr>
</tbody>
</table>

Certificate III in Community Services (Children’s Services)(CHC30399)

Career Opportunities
Out of school programs, childcare worker, childcare assistant level II, kindergarten assistant, and family day care worker.

Course Objective
The Certificate III in Children’s Services, is designed for people working on a full-time, part-time or voluntary basis as assistants in a range of early childhood settings.

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.

Persons who have successfully completed other relevant qualifications e.g. Certificate in Child Care Home Based, Certificate in Occupational Studies Social and Community Services.

Course Structure
The course may be offered over one year or part-time equivalent.

The course will normally be available through part-time studies.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAL7A</td>
<td>Fulfil Family Day Care Administration Requirements</td>
</tr>
<tr>
<td>CHCCN3A</td>
<td>Prepare Food</td>
</tr>
<tr>
<td>CHCCN5A</td>
<td>Support the Emotional Wellbeing of Babies/Infants</td>
</tr>
<tr>
<td>CHCCN10A</td>
<td>Support Emotional Needs of Children</td>
</tr>
<tr>
<td>CHCNA2A</td>
<td>Foster the Development of Children</td>
</tr>
<tr>
<td>CHCCNAA</td>
<td>Support Babies Needs</td>
</tr>
<tr>
<td>CHCFC2A</td>
<td>Foster the Emotional and Psychological Development of Children</td>
</tr>
<tr>
<td>CHCFC3A</td>
<td>Foster the Social Development of Children</td>
</tr>
<tr>
<td>CHCFC4A</td>
<td>Foster the Emotional and Psychological Development of Children</td>
</tr>
<tr>
<td>CHCFC5A</td>
<td>Foster the Physical Development of Children</td>
</tr>
<tr>
<td>CHCGROUP2A</td>
<td>Support Group Activities</td>
</tr>
</tbody>
</table>

Compulsory units of competency (common to all streams)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCN1A</td>
<td>Maintain a Healthy &amp; Safe Environment</td>
</tr>
<tr>
<td>CHCCN2A</td>
<td>Provide Physical Care</td>
</tr>
<tr>
<td>CHCICAA</td>
<td>Communicate with Children</td>
</tr>
<tr>
<td>CHCORG2A</td>
<td>Work with Others</td>
</tr>
<tr>
<td>CHCIC1A</td>
<td>Interact Positively with Children</td>
</tr>
<tr>
<td>CHCIC2A</td>
<td>Guide Children's Behaviour</td>
</tr>
<tr>
<td>CHCCOM1A</td>
<td>Communicate with People Accessing the Services of the Organisation</td>
</tr>
<tr>
<td>CHCCN1A</td>
<td>Support the Development of Children in the Service</td>
</tr>
<tr>
<td>CHCCNA2</td>
<td>Provide Physical Care</td>
</tr>
<tr>
<td>CHCCIC1A</td>
<td>Communicate with People Accessing the Services of the Organisation</td>
</tr>
<tr>
<td>CHCIC2A</td>
<td>Support the Development of Children in the Service</td>
</tr>
<tr>
<td>CHCCNAA</td>
<td>Support Babies Needs</td>
</tr>
<tr>
<td>CHCCN4A</td>
<td>Respond to Illness, Accidents and Emergencies</td>
</tr>
<tr>
<td>CHCCN7A</td>
<td>Foster Children's Self Help Skills</td>
</tr>
<tr>
<td>CHCC1A</td>
<td>Interact Positively with Children</td>
</tr>
<tr>
<td>CHCC2A</td>
<td>Foster the Social Development of Children</td>
</tr>
<tr>
<td>CHCFC5A</td>
<td>Foster the Physical Development of Children</td>
</tr>
</tbody>
</table>

Additional prerequisite units may be required for some core, elective and optional units. Elective and optional units are selected with the approval of the Head of Department having regard to the relevant units listed in the Community Studies Training Package, Children's Services National competency standards (CHC99), published 1999. The Electives offered will be selected by the Department and dependent upon the availability of suitable teaching resources. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Community Services (Children’s Services)(CHC20399)

Career Opportunities
Childcare worker, childcare assistant level I, kindergarten assistant and family day care worker.

Course Objective
The course aims to help students develop their knowledge and understanding of early childhood development and school age children's development, and to provide students with skills necessary to meet the needs of these age groups.

Entry Requirements
There are no formal entry requirements but applicants must have successfully completed Year 11 or equivalent and be at least 16 years of age when they start the course. Some agencies require that participants provide a police check clearance before undertaking workplace training. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

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

The Health Services Unit conducts a range of courses which provide vocational education and training to satisfy the demands of the Health Services industry.

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

In addition to these courses, the Health Services Unit conducts Traineeships and training courses for Industry.

Sue Philpott
Head of Health Services Unit – TAFE

Certificate IV in Health (Nursing)(2407ADC)

Career Opportunities

There are excellent employment opportunities for Division 2 Registered Nurses, particularly in Hospitals, Nursing Homes and Community Based Centres. Those seeking careers, as Division 2 Nurses should enjoy working with a diverse range people with varied medical conditions. Division 2 Nurses work under the direct or indirect supervision of a Division 1 Registered Nurse within the hospital, residential aged care or community health setting.

Course Objective

The course is designed to provide a broad-based training program for students to become Division 2, Registered Nurses, working in Hospital, Medical, Aged Care or Community Health Care facilities.

Entry Requirements

To qualify for entry to the course applicants must generally have successfully completed an approved course of study at Year 12 level or equivalent, or be of mature age and be assessed by the School as being capable of successfully completing the course. All applicants will be required to sit an English literacy/numeracy test and achieve a passing grade of 80% in order to be eligible to enrol in the course.

Course Duration

The course is 850 hours and is offered on a full-time basis over one year or part-time over two years.

Campus Location

This course is available at Sunbury Campus.

Course Structure

Including class and nursing laboratory hours, students will also be required to satisfactorily complete 340 hours of Supervised Clinical Experience.

Code
VBM 585 Work effectively as a professional nurse
HLTCOM4A Communicate effectively with clients/patients
CHCORG4A Follow the organization's Occupational Health and Safety policies
BSBCM205A Use business technology
VBM 587 Undertake client assessment
VBM 588 Deliver nursing care to clients
VBM 589 Develop research skills to support nursing practice
VBM 591 Implement infection prevention and undertake simple wound management
VBM 590 Apply professional nursing practice to client care in residential aged care facilities
VBM 592 Provide individualised health education to clients
VBM 593 Contribute to the health and wellbeing of clients (Rehabilitation and Community)
VBM 594 Participate in providing palliative care
VBM 595 Participate as a preceptor in a work team
CHCDIS3A Provide services to people with disabilities

VBM 596 Participate in providing therapeutic interventions for clients experiencing alterations to mental health and mental disorders
HLTIR3A Work effectively with culturally diverse patients, clients, customers and co-workers

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

Certificate III in Pathology Specimen Collection (HLT30102)

For further information on this course please contact the Health Services Unit on 9218 3231.
The Library Studies Unit offers a range of courses to train students to become Library Assistants and Library Technicians who work under the direction and guidance from an experienced Technician or Librarian. The courses are recognised by the Australian Library and Information Association.

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

Ian Rogers
Head of Unit, Library Studies - TAFE

Diploma of Library and Information Services (CUL50199)

Incorporating

Certificate III in Library and Information Services (CUL30199)

Career Opportunities
Library assistant, library technician.

Course Objective
These courses aim to train students to become Library Assistants and Library Technicians who work under the direction of a Librarian – performing a variety of tasks and requiring a combination of clerical and library skills. The course is recognised by the Australian Library and Information Association.

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

Consideration may also be given to applicants whose educational opportunities have been affected by economic hardship, disability, illness, family problems, geographic isolation or non English speaking background.

Course Duration
These courses may be offered on a full-time or part-time basis over one year 400 maximum nominal hours – Certificate III or two years 1155 maximum nominal hours – Diploma or by non campus flexible delivery.

Course Structure
The structure of the course is as follows – Certificate III in Library & Information Services (CUL30199)

Code
Hours
CULLB201A Assist Clients to use an Information Service Effectively 40
CULLB202A Assist with the Maintenance of Service Area 40
CULLB203A Develop own Information Literacy Skills 20
CULLB204A Manage own Work Performance and Learning 40
CULLB205A Prepare, Process and Store Resources 30
CULLB307A Use Multimedia Equipment 40
BSZ404A Train Small Groups 30

Elective Units
CULLB303A Accession and Process Resources 20
CULLB304A Contribute to Promotional Programs and Activities for Clients 30
CULLB505A Analyse and Describe Material 50
CULLB506A Catalogue and Classify Material 50
CULLB507A Contribute to Collection Development 50
CULLB508A Develop and Improve Systems and Processes to Increase Access to Information 50
CULLB509A Coordinate Selection & Acquisition of Information 50
CULLB510A Establish and Maintain Consultation with, and Promotion to, Client Groups 50
CULLB511A Lead a Team 50
CULLB512A Maintain and Modify Technological Applications in the Library 50
CULLB411A Provide Promotion and Programs and Activities for Clients 30
CULLB513A Manage Maintenance of Physical Resources and Environment 50
CULLB514 A Provide Assistance for Research and Projects 50
CULMS501A Apply Basic Preservation Techniques 60
ICAITU006B Operate Computing Packages 60

Note: The Certificate II in Library and Information Services (CUL20199) is nested within the Certificate III in Library and Information Services (CUL30199).

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

Diploma of Library and Information Services (CUL50199)

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULLB401A</td>
<td>60</td>
</tr>
<tr>
<td>CULLB402A</td>
<td>60</td>
</tr>
<tr>
<td>CULLB403A</td>
<td>60</td>
</tr>
<tr>
<td>CULLB405A</td>
<td>50</td>
</tr>
<tr>
<td>CULLB406A</td>
<td>50</td>
</tr>
<tr>
<td>CULLB407A</td>
<td>50</td>
</tr>
<tr>
<td>CULLB501A</td>
<td>50</td>
</tr>
<tr>
<td>CULLB502A</td>
<td>80</td>
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<tr>
<td>CULLB503A</td>
<td>100</td>
</tr>
<tr>
<td>CULLB504A</td>
<td>50</td>
</tr>
<tr>
<td>CULLB307A</td>
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<td>BSZ404A</td>
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Elective Units

<table>
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<tr>
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Note: The Certificate IV in Library and Information Services (CUL40199) is nested within the Diploma of Library and Information Services (CUL50199).

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

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Department of Social and Community Studies

The Department of Social and Community Studies – TAFE offers a range of courses at Certificate and Diploma levels at Melton, Footscray, St Albans, Sunbury, Werribee and City campuses. The courses offered in the department include: the Diplomas of Community Services, Community Work, Justice Studies, Welfare Studies, Youth Work, Disability Support, Community Services and Health Management. Also available are Certificate II, III and IV level courses as well as a range of certificate courses aimed to meet the needs of local industry.

The courses provide graduates with good employment prospects in the western metropolitan region where there is a high level of demand for qualified workers in the community services sector with government and non-government agencies.

The provision of social and community studies programs is influenced by the multicultural nature of the western region, the youthful and rapidly growing population centres and the emphasis on implementing social justice strategies essential to redress traditional socio-economic disadvantage in the region. Social and Community Studies courses at TAFE level have direct articulation links with degree programs in all higher education fields of study and especially in Education and Humanities.

Wayne Butson
Head, Department of Social and Community Studies - TAFE

Certificate III in Community Services (Disability Work) (CHC30799)

Career Opportunities
Human services, intellectual disability, residential services, visual and physical disability.

Course Objectives
This course aims to provide students with the knowledge, skills and attitudes required to assist and develop programs to enable people with disabilities to live as independently as possible.

The disability field incorporates the diverse needs of people from the following areas: residential settings, day centres, employment services and community centres.

Entry Requirements
All applicants are required to attend a selection interview. Entry is at the discretion of the Department. Selection procedures are based on affirmative action principles and allow for course advice about education, training and employment options.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course is offered on a full-time basis over one year or part-time equivalent.

Course Structure
This course consists of a total of 13 units, 6 compulsory and 7 electives.

Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Hours</th>
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<tr>
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<td>Certificate III in Community Services (Disability Work) (CHC30799)</td>
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<tr>
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<td>Certificate IV in Community Services (Disability Work) (CHC40799)</td>
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<tr>
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<td>Diploma of Community Services (Disability Work) (CHC50799)</td>
<td></td>
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<tr>
<td>CHC20499</td>
<td>Certificate II in Community Services (Community Work) (CHC20499)</td>
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<td>Certificate III in Community Services (Community Work) (CHC30699)</td>
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<td>Diploma of Community Services (Community Work) (CHC50699)</td>
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<tr>
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<td>Certificate III in Community Services (Aged Care Work) (CHC30199)</td>
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<tr>
<td>2507ABC</td>
<td>Diploma of Community Services (Welfare Studies) (2507ABC)</td>
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Elective Units

Six units selected from the disability specialisation stream by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant units in the

- Community Services Training Package CHC99 (published 1999)
- Community Services Training Package CHC99 Disability Works competency standards (published 1999)

One unit selected from the disability specialisation stream by the student in consultation with his/her employer, with approval of the Head of Department, having regard to the list of relevant units in the

- Community Services Training Package CHC99 (published 1999)
- Community Services Training Package CHC99 Disability Works competency standards (published 1999)

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.
Certificate IV in Community Services (Disability Work) (CHC40799)

Career Opportunities
Human services, intellectual disability, residential services, visual and physical disability.

Course Objective
This course aims to provide students with the knowledge, skills and attitudes required to supervise, assist and develop programs to enable people with disabilities to live as independently as possible. The disability field incorporates the diverse needs of people from the following areas: residential settings, day centres, employment services and community centres.

Entry Requirements
All applicants must be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively. Successful applicants will be selected on the basis of:

- Social awareness and commitment to working with people.
- Relevant paid or unpaid work experience and life experience.
- Group, interpersonal skills.
- Flexibility and openness to change.
- Age requirement.
- Appropriate English language, literacy and numeracy skills.

All applicants are required to:
- attend a group/individual interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course requires one year of full-time study or part-time equivalent.

Course Structure
This course consists of a total of 14 competencies, 9 compulsory and 5 electives. The electives may be drawn from the disability specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CHCCOM3A</td>
<td>Utilise specialist communication skills</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS2A</td>
<td>Deliver and develop client service</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>Orientation to disability work</td>
<td>50</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>Maintain an environment designed to empower people with disabilities</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS3A</td>
<td>Provide services to people with disabilities</td>
<td>50</td>
</tr>
<tr>
<td>CHCINF2A</td>
<td>Maintain organisation's information systems</td>
<td>50</td>
</tr>
<tr>
<td>CHCNET2A</td>
<td>Maintain effective networks</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS4A</td>
<td>Follow the organisation's OH&amp;S policies</td>
<td>30</td>
</tr>
<tr>
<td>CHCCS5A</td>
<td>Maintain an effective work environment</td>
<td>50</td>
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Disability Specialisation Units

<table>
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<tr>
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<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS4A</td>
<td>Design procedures for support</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS6A</td>
<td>Plan and implement community integration</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS7A</td>
<td>Design and adapt surroundings to group requirements</td>
<td>90</td>
</tr>
<tr>
<td>CHCDIS9A</td>
<td>Maximise participation in work by people with disabilities</td>
<td>100</td>
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Common Unit Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1A</td>
<td>Advocate for clients</td>
<td>20</td>
</tr>
<tr>
<td>CHCADM3A</td>
<td>Undertake administrative work</td>
<td>50</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 and implement community programs</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCMZ2A</td>
<td>Establish and Monitor a Case Plan</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS6A</td>
<td>Assess and deliver services to clients with complex needs</td>
<td>50</td>
</tr>
<tr>
<td>CHCGROUP3A</td>
<td>Plan and conduct group activities</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>40</td>
</tr>
<tr>
<td><strong>BSZ405A</strong></td>
<td>Plan and promote a training program</td>
<td>50</td>
</tr>
<tr>
<td><strong>BSZ406A</strong></td>
<td>Plan a series of training sessions</td>
<td>30</td>
</tr>
<tr>
<td><strong>BSZ407A</strong></td>
<td>Deliver training sessions</td>
<td>50</td>
</tr>
<tr>
<td><strong>BSZ408A</strong></td>
<td>Review training</td>
<td>15</td>
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</table>

*These four competencies are co-requisites and count for one elective option.

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

Diploma of Community Services (Disability Work) (CHC50799)

Career Opportunities
Human services, intellectual disability, residential services, visual and physical and early intervention.

Course Objective
The objective of the course is to provide students with the knowledge, skills and attitudes required to supervise, assist and develop programs to enable people with disabilities to live as independently as possible. The disability field incorporates the diverse needs of people form the following areas; residential settings, day centres, employment services and community centres.

Entry Requirements
To qualify for Entry to the Diploma applicants must be deemed to be of mature age, and preferably have had paid or unpaid experience in the field. All applicants are required to have successfully completed the Certificate IV in Community Services (Disability Work) (CHC40799).

Applicants under 21 years of age may be considered. They are generally required to have successfully completed an approved Year 12 or equivalent. Intending applicants must be able to demonstrate an understanding of, and commitment to, human services for people with disabilities and an ability to communicate effectively. Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course is offered on a full-time basis over two years or part-time equivalent.
**Certificate II in Community Services (Community Work)(CHC20499)**

**Career Opportunities**
Community services.

**Course Objective**
The course aims to provide a positive adult learning environment through which students will:
- explore skills and knowledge necessary to work in different areas of the social and community services field;
- explore career options and pathways to further study options in the areas of Community Development, Welfare, Youth Work and Social Work.

**Entry Requirements**
There are no formal entry level requirements for the course. Entry is at the discretion of the Department. Selection procedures are based on affirmative action principles and allow for course advice about education, training, and employment options. All applicants are required to attend an interview.

**Course Duration**
The course is offered on a full-time basis over one semester or part-time equivalent.

**Course Structure**
The course consists of a total of 11 units of competency, 5 compulsory and 6 electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

### Core Units

<table>
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<tr>
<th>Code</th>
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<td>CHCD2A</td>
<td>90</td>
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<tr>
<td>CHCD4A</td>
<td>70</td>
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<tr>
<td>CHCD5A</td>
<td>90</td>
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<tr>
<td>CHCM3A</td>
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### Compulsory Competencies

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>CHCCOM4A</td>
<td>Develop, implement and promote effective communication techniques</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS3A</td>
<td>Coordinate the provision of services &amp; programs</td>
<td>90</td>
</tr>
<tr>
<td>CHCDI11A</td>
<td>Coordinate work in the disability sector</td>
<td>150</td>
</tr>
<tr>
<td>CHCINF5A</td>
<td>Meet statutory and organisational information requirements</td>
<td>90</td>
</tr>
<tr>
<td>CHCNET3A</td>
<td>Develop new networks</td>
<td>75</td>
</tr>
<tr>
<td>CHCOR6A</td>
<td>Coordinate the work environment</td>
<td>90</td>
</tr>
<tr>
<td>CHCOR8A</td>
<td>Implement and monitor occupational health and safety policies, procedures and programs</td>
<td>60</td>
</tr>
<tr>
<td>CHCD2A</td>
<td>Develop community education programs</td>
<td>70</td>
</tr>
<tr>
<td>CHCD4A</td>
<td>Develop and implement community programs</td>
<td>150</td>
</tr>
<tr>
<td>CHCD5A</td>
<td>Develop community resources</td>
<td>90</td>
</tr>
<tr>
<td>CHCM3A</td>
<td>Develop, facilitate and monitor all aspects of case management</td>
<td>75</td>
</tr>
<tr>
<td>CHCCS7A</td>
<td>Coordinate the assessment and delivery of services to clients with particular needs</td>
<td>75</td>
</tr>
<tr>
<td>CHCGROUP3A</td>
<td>Plan and conduct group activities</td>
<td>50</td>
</tr>
<tr>
<td>CHCINF3A</td>
<td>Coordinate information systems</td>
<td>75</td>
</tr>
<tr>
<td>CHCR8A</td>
<td>Develop and implement policy</td>
<td>150</td>
</tr>
<tr>
<td>CHCR5A</td>
<td>Manage and Research Activities</td>
<td>75</td>
</tr>
<tr>
<td>*BSZ401A</td>
<td>Plan assessment</td>
<td></td>
</tr>
<tr>
<td>*BSZ402A</td>
<td>Conduct assessment</td>
<td></td>
</tr>
<tr>
<td>*BSZ403A</td>
<td>Review assessment</td>
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*These 5 competencies are co-requisite and count for 1 elective/option*

### Community Work Specialist Elective

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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCHD7A</td>
<td>Support community resources</td>
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### Elective Unit

<table>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
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<tr>
<td>CHCADMIN1A</td>
<td>Undertake basic administrative duties</td>
<td>15</td>
</tr>
<tr>
<td>CHCAOD1A</td>
<td>Introduction to the Alcohol and Other Drug Sector</td>
<td>70</td>
</tr>
<tr>
<td>CHCSS5A</td>
<td>Identify and address specific client needs</td>
<td>15</td>
</tr>
<tr>
<td>CHCGROUP1A</td>
<td>Support the activities of existing groups</td>
<td>15</td>
</tr>
<tr>
<td>CHCGROUP2A</td>
<td>Support group activities</td>
<td>15</td>
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</tbody>
</table>

**Certificate III in Community Services (Community Work)(CHC30699)**

**Course Objectives**
The Certificate III in Community Services (Community Work)(CHC30699) aims to prepare students:
to be competent in a range of skills, knowledge and attributes identified by the Community Services sector to be an effective program or support worker in Community Work;
- to have a working knowledge of the Community Services sector including its work models and practices; organisational, legal and ethical requirements; programs and services; and issues facing clients and communities;
- to understand how the social, political and economic structures and processes within 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 Objectives**

The course aims to:
- develop an understanding of the social economic and political basis of inequality and ways to achieve social justice
- develop a broad range of skills to work with a diverse range of people and communities in ways which are empowering and encourage participation
- train people currently employed as community development workers or those wishing to enter the industry.

**Entry Requirements**

Applicants will normally be expected to be at least 20 years of age and to be already working or have worked in a paid or unpaid position in a human service organisation. Relevant community experience is an important aspect of the selection criteria. Such experience can be from a diverse range of agency, paid, unpaid, or community management roles. Mature age or other applicants with appropriate community experience to successfully undertake the course are encouraged to apply.

Applicants under the age of 20 years are normally required to have successfully completed VCE or an approved equivalent course before qualifying for entry into the course. A number of places will be made available each year for young people under the age of 20 years with the relevant community experience. Such community experience could have been within the applicants’ school community.

Applicants must also complete a group interview. Some agencies require that participants provide a police clearance before undertaking workplace training.

**Course Duration**

This course is offered on a full-time basis over one semester. Part-time places need to be negotiated.

**Course Structure**

The course consists of a total of 12 competencies, six compulsory and six electives, (one elective must be a Community Work (CD) unit) selected from the Community Work specialisation elective. The remaining electives can be drawn from either the Community Work specialisation electives, common competency electives or from the bank of competencies in the Victorian Implementation Guide.

**Career Opportunities**

Graduates can apply for positions requiring a community development worker. Potential employers include local government, state and commonwealth government, community health centres, refuges, migrant resource centres, women’s services, neighbourhood houses, community legal centres and a range of community based groups dealing with specific issues.

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**Compulsory Competencies**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CHCADMIN2A</td>
<td>20</td>
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<tr>
<td>CHCCD12A</td>
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</tr>
<tr>
<td>CHCCOM2A</td>
<td>20</td>
</tr>
<tr>
<td>CHCINF1A</td>
<td>20</td>
</tr>
<tr>
<td>CHCORG3A</td>
<td>20</td>
</tr>
<tr>
<td>CHCORG4A</td>
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**Community Work Specialisation Electives**

<table>
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<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD1A</td>
<td>20</td>
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<tr>
<td>CHCCD14A</td>
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<td>CHCM1A</td>
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<td>CHGS6A</td>
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<td>CHCW11A</td>
<td>20</td>
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<tr>
<td>CHCYTH1A</td>
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</table>

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

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

**Diploma of Community Services (Community Work)(CHC50699)**

**Career Opportunities**

Graduates can apply for positions requiring a community development worker. Potential employers include local government, state and commonwealth government, community health centres, refuges, migrant resource centres, women's services, neighbourhood houses, community legal centres and a range of community based groups dealing with specific issues.

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**Course Objectives**

The course aims to:
- develop an understanding of the social economic and political basis of inequality and ways to achieve social justice
- develop a broad range of skills to work with a diverse range of people and communities in ways which are empowering and encourage participation
- train people currently employed as community development workers or those wishing to enter the industry.

**Entry Requirements**

Applicants will normally be expected to be at least 20 years of age and to be already working or have worked in a paid or unpaid position in a human service organisation. Relevant community experience is an important aspect of the selection criteria. Such experience can be from a diverse range of agency, paid, unpaid, or community management roles. Mature age or other applicants with appropriate community experience to successfully undertake the course are encouraged to apply.

Applicants under the age of 20 years are normally required to have successfully completed VCE or an approved equivalent course before qualifying for entry into the course. A number of places will be made available each year for young people under the age of 20 years with the relevant community experience. Such community experience could have been within the applicants’ school community.

Applicants must also complete a group interview. Some agencies require that participants provide a police clearance before undertaking workplace training.

**Course Duration**

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

**Course Structure**

This course consists of 15 units of competency, 10 compulsory and 5 electives. The electives may be drawn from the Community Work specialisation electives, the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide.

**Career Opportunities**

Graduates can apply for positions requiring a community development worker. Potential employers include local government, state and commonwealth government, community health centres, refuges, migrant resource centres, women's services, neighbourhood houses, community legal centres and a range of community based groups dealing with specific issues.

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**Compulsory competencies**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CHCCD4A</td>
<td>135</td>
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<tr>
<td>CHCCD12A</td>
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<td>CHCCD12A</td>
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<tr>
<td>CHCCD13A</td>
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<tr>
<td>CHCCM3A</td>
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<tr>
<td>CHCCD14A</td>
<td>70</td>
</tr>
<tr>
<td>CHCCG6A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD15A</td>
<td>70</td>
</tr>
<tr>
<td>CHCCG17A</td>
<td>60</td>
</tr>
</tbody>
</table>

**Community Work specialisation electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCD2A</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD5A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD6A</td>
<td>50</td>
</tr>
<tr>
<td>CHCCD8A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD11A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCD13A</td>
<td>70</td>
</tr>
<tr>
<td>CHCCD15A</td>
<td>150</td>
</tr>
<tr>
<td>CHCCD16A</td>
<td>90</td>
</tr>
<tr>
<td>CHCCG10A</td>
<td>60</td>
</tr>
</tbody>
</table>
Certificate III in Community Services (Aged Care Work)(CHC30199)

Career Opportunities
Aged Care worker.

Course Objective
This course aims to provide vocational training for aged care workers in hostels, nursing homes, day centres, private personal care agencies, community organisations, and other health agencies. The curriculum has been designed to meet the needs of adult students.

Entry Requirements
Applicants are required to be of a mature age and able to undertake physical work which involves frequent bending and lifting. No formal entry requirements are required, but applicants must be able to read, write and communicate in English to a level required to perform the job. Preference will be given to prospective students who are currently employed in this field. Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
This course is offered on a full-time basis over one semester or part-time equivalent.

Course Structure
The course consists of a total of 13 competencies, 6 compulsory and 7 electives, one elective must be selected from the Aged Care specialisation elective. The remaining electives can be drawn from either the aged care specialisation electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

Certificate IV in Community Services (Aged Care Work)(CHC40199)

Career Opportunities
Supervisor, team leader of Aged Care facility.

Course Objectives
This course has been designed for Aged Care supervisory staff or those who are currently working as Personal Carers and wish to develop the competence necessary to undertake supervisory positions.

Entry Requirements
• Currently hold Certificate III in Community Services (Aged Care Work)(CHC30199) or be eligible for assessment of the equivalent level of these competencies;
• Be currently employed as a Carer or in a supervisory position in the Aged Care Sector;
• Have a 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
This course consists of a total of 14 competencies, 10 compulsory and 4 electives. The electives may be drawn from the common competency electives or from the bank of competencies listed in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.
Diploma of Community Services (Welfare Studies)(2507ABC)

Career Opportunities
Human services, community and welfare work.

Course Objective
The Diploma of Community Services (Welfare Studies) (2507ABC) is designed for people already employed or wishing to seek employment in the community services field. It enables students to gain knowledge and skills and develop personal qualities necessary to practice as competent Welfare Workers. The course also aims to assist students to reflect on and critically analyse their own values and to develop a high level of self-awareness.

Entry Requirements
To qualify for entry to the course:
• All students are required to have completed the equivalent of two or more years of paid and/or voluntary welfare related work, post secondary school.

Applicants may apply for entry under the VCE Category or under the Alternative Category Entry.

Victoria Certificate of Education (VCE) Entry
Applicants must have successfully completed a BOS approved Year 12 course.

Alternative Category Entry
These applicants are not required to have a Year 12 qualification. They must have been away from Secondary School for at least two years and demonstrate Year 12 equivalent competencies.

Some agencies require that participants provide a police check before undertaking field education.

Course Duration
The course duration is two years full-time or four years part-time. The course is delivered in as flexible a manner as possible so that students can choose subject timing and electives relevant to their needs.

Course Structure
The structure of the course is as follows:

Level 1

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAD520</td>
<td></td>
<td>Introduction to Social and Community Services</td>
<td>50</td>
</tr>
<tr>
<td>VAF783</td>
<td></td>
<td>Sociology</td>
<td>60</td>
</tr>
<tr>
<td>VAF171</td>
<td></td>
<td>Psychology 1</td>
<td>60</td>
</tr>
<tr>
<td>VAD666</td>
<td></td>
<td>Law for Welfare Work</td>
<td>50</td>
</tr>
<tr>
<td>VAG679</td>
<td></td>
<td>Welfare Practice</td>
<td>50</td>
</tr>
<tr>
<td>VAB361</td>
<td></td>
<td>Community Work 1</td>
<td>60</td>
</tr>
<tr>
<td>VAB405</td>
<td></td>
<td>Casework</td>
<td>60</td>
</tr>
<tr>
<td>VAC878</td>
<td></td>
<td>Group work 1</td>
<td>60</td>
</tr>
<tr>
<td>VAC441</td>
<td></td>
<td>Field Education 1, Placement</td>
<td>210</td>
</tr>
<tr>
<td>VAC442</td>
<td></td>
<td>Field Education 1, Professional Integration Seminar</td>
<td>50</td>
</tr>
</tbody>
</table>

Specialised Module
VAF741 Skills Workshop 1 25

Electives Modules
Students are required to take two electives minimum 30 hours each.

Level 2

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAB382</td>
<td>Community Work 2</td>
</tr>
<tr>
<td>VAB607</td>
<td>Counselling Skills</td>
</tr>
<tr>
<td>VAC443</td>
<td>Field Education 2, Placement</td>
</tr>
<tr>
<td>VAC444</td>
<td>Field Education 2, Professional Integration Seminar</td>
</tr>
<tr>
<td>VAC879</td>
<td>Groupwork 2</td>
</tr>
<tr>
<td>VAF172</td>
<td>Psychology 2</td>
</tr>
<tr>
<td>VAF399</td>
<td>Research 50</td>
</tr>
<tr>
<td>VAF780</td>
<td>Social Policy</td>
</tr>
</tbody>
</table>

Specialised Module
VAF741 Skills Workshop 2 25

Electives Modules
Students are required to take two electives minimum 30 hours each not previously taken.

Note: Elective choices can differ each year.

VAB490 Computers in Community Organisations 64
VAC401 Family Violence A 32
VAE232 Cultural Issues 64
VAG846 Youth Issues 64
VAJ620 Politics of Disablement 64
VAJ621 Issues in Child Protection 2 30
VAJ623 Family Violence B 32

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

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

Diploma in Counselling (3113GWD40)

(This is an internally approved and full fee-for-service course)

Career Opportunities
Counsellor.

Course Objective
The course aims to provide knowledge and skills in a range of aspects of counselling appropriate to those people employed in a position where counselling is a function but may not be the primary focus of their job.

The framework provides training, knowledge and skills development in a range of areas including:
• Academic Counselling Theory
• Personal Awareness
• Counselling Skills
• Skills Theory Integration
• Clinical Practice

The Diploma in Counselling provides a training program for people wishing to undertake counselling in a range of enterprises.

Entry Requirements
To qualify for entry to this course applicants will need to have:
• One year’s experience undertaking counselling services as a regular part of his or her work.
• A reasonable expectation that work undertaking counselling services will continue for the duration of the course. This must involve access to and direct face to face contact with clients (3-5 per week) throughout the two years of the course. At least half of this work must be long-term (clients who remain in counselling for 3 months or longer). Clinical placements are

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

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>Code</th>
<th>Academic Counselling Theory</th>
<th>145</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Personal Awareness</td>
<td>110</td>
</tr>
<tr>
<td>Code</td>
<td>Counselling Skills</td>
<td>90</td>
</tr>
<tr>
<td>Code</td>
<td>Skills Theory Integration</td>
<td>80</td>
</tr>
<tr>
<td>Code</td>
<td>Clinical Practice</td>
<td>375</td>
</tr>
</tbody>
</table>

This is an internally accredited and fee-for-service course. Some module descriptors are listed under the Module/Unit Details section of this Handbook.

Advanced Diploma of Justice (21214VIC) incorporating:

Diploma of Justice (21213VIC)

Certificate IV in Justice (21212VIC)

Career Opportunities
This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

Course Objective
The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary form. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The Advanced Diploma of Justice(21214VIC) requires two years full-time study (1329 nominal hours) or part-time equivalent. The Diploma of Justice(21213VIC) may be offered on a full-time basis over 1075 nominal hours or part-time equivalent. The Certificate IV in Justice(21214VIC) may be offered on a full-time basis over 650 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

*These modules must be taken together

Certificate IV in Justice (21212VIC)

Career Opportunities
This course is suited to people wishing to pursue careers as paralegal workers, community justice workers, police, correctional services, juvenile justice, community corrections or other justice related fields.

Course Objective
The course aims to provide participants with the vocational education and training needed by persons wishing to enter, develop additional skills, or pursue a long-term career within the justice field.
Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to meet the requirements of the course and to undertake formal study at an Australian Qualifications Framework Level 6. This may be achieved by successfully completing a year 12 or a TAFE course. Year 12 students must apply through VTAC. Mature aged adult learner provisions apply. These applicants may apply directly to Victoria University of Technology. All students must complete a supplementary form.

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

Course Duration
To complete the Certificate IV in Justice(21212VIC), one year of full-time study or approximately two years of part-time study is required.

Course Structure
The structure of the course is as follows:

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK280</td>
<td>Legal Aspects 1 for Justice Studies</td>
<td>75</td>
</tr>
<tr>
<td>VBK281</td>
<td>Legal Aspects 2 for Justice Studies</td>
<td>75</td>
</tr>
<tr>
<td>VBK291</td>
<td>Justice Communication</td>
<td>40</td>
</tr>
<tr>
<td>PSSPOHS401</td>
<td>Implement and Monitor the Organisation's Occupational Health and Safety Policies, Procedures and Programs</td>
<td>20</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK247</td>
<td>Work Environment – Planning Work Tasks</td>
<td>38</td>
</tr>
<tr>
<td>VBK294</td>
<td>Organisational Principles and Practices 1</td>
<td>54</td>
</tr>
<tr>
<td>VBK293</td>
<td>Workplace Practice</td>
<td>54</td>
</tr>
<tr>
<td>VBK288</td>
<td>Social Research and Analysis</td>
<td>54</td>
</tr>
<tr>
<td>VBK283</td>
<td>Australian Criminal Justice System</td>
<td>54</td>
</tr>
</tbody>
</table>

Students to complete 40 hours of National Information Technology and/or National Office Skills computing modules which may include:

- Word processing, Spreadsheets, Databases, Internet, Email, Presentations: 40 hours
- Work Environment – Supervision: 38 hours

Diploma of Justice(21213VIC)

Students must successfully complete the core and elective modules for Certificate IV in Justice(21212VIC) plus the following core modules and two additional electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK282</td>
<td>Legal Aspects 3 for Justice Studies</td>
<td>75</td>
</tr>
<tr>
<td>VAK327</td>
<td>Work Environment – Staffing</td>
<td>38</td>
</tr>
<tr>
<td>VBK284</td>
<td>Criminology</td>
<td>68</td>
</tr>
<tr>
<td>VBK285</td>
<td>Justice Delivery</td>
<td>54</td>
</tr>
<tr>
<td>VAL698</td>
<td>Sociology</td>
<td>68</td>
</tr>
<tr>
<td>VAK289</td>
<td>Applied Psychology</td>
<td>68</td>
</tr>
<tr>
<td>VBK290</td>
<td>Cultural Diversity</td>
<td>54</td>
</tr>
</tbody>
</table>

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

Advanced Diploma of Justice(21214VIC)

Students must successfully complete the core and elective modules for the Diploma of Justice(21213VIC) and the following core modules and one elective.

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAK602</td>
<td>Work Environment – Planning and Organising</td>
<td>38</td>
</tr>
<tr>
<td>VBK286</td>
<td>Juvenile Justice</td>
<td>54</td>
</tr>
<tr>
<td>VBK287</td>
<td>Crime Prevention</td>
<td>54</td>
</tr>
<tr>
<td>VBK295</td>
<td>Organisational Principles and Practices 2</td>
<td>54</td>
</tr>
</tbody>
</table>

Effective Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK302</td>
<td>Human Rights</td>
<td>54</td>
</tr>
<tr>
<td>VAK221</td>
<td>Consumer Law and Advocacy</td>
<td>54</td>
</tr>
<tr>
<td>VBK303</td>
<td>Current Issues in Community Law</td>
<td>54</td>
</tr>
<tr>
<td>VBK305</td>
<td>Economics for Justice Studies</td>
<td>54</td>
</tr>
</tbody>
</table>

Effective electives are selected by the student with approval of the Head of Department.

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

Diploma of Community Services (Youth Work) (CHC50999)

Career Opportunities
Youth worker.

Course Objective
The aim of the course is to provide training for people to work as Youth Workers in the Community Services Industry.

Entry Requirements
To qualify for entry to the course applicants under the age of 20 are normally required to have completed their VCE or equivalent. All applicants must have experience either paid or unpaid in the Youth Work or Community Services Industry.

Complete an interview.

Some agencies require that participants provide a police clearance before undertaking workplace training.

Course Duration
The course is offered on a full-time basis over two years or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCETHA</td>
<td>Support young people to take collective action</td>
<td>90</td>
</tr>
<tr>
<td>CHCETHA</td>
<td>Assist young people in responding to crisis</td>
<td>90</td>
</tr>
<tr>
<td>CHCAadminA</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 and develop client services</td>
<td>50</td>
</tr>
<tr>
<td>CHCCS3A</td>
<td>Co-ordinate the provision of services &amp; programs</td>
<td>75</td>
</tr>
<tr>
<td>CHCINF2A</td>
<td>Maintain organisation's information systems</td>
<td>50</td>
</tr>
<tr>
<td>CHCNET2A</td>
<td>Maintain effective networks</td>
<td>50</td>
</tr>
<tr>
<td>CHCORG4A</td>
<td>Follow the organisation's OH&amp;S policies</td>
<td>30</td>
</tr>
<tr>
<td>CHCORG5A</td>
<td>Maintain and effective work environment</td>
<td>50</td>
</tr>
<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>CHCCD3A</td>
<td>Meet information needs of the community</td>
<td>70</td>
</tr>
<tr>
<td>CHCGROUP3A</td>
<td>Plan and conduct group activities</td>
<td>50</td>
</tr>
<tr>
<td>CHCP&amp;R2A</td>
<td>Contribute to policy development</td>
<td>50</td>
</tr>
<tr>
<td>CHCYPH6A</td>
<td>Provide appropriate services to young people</td>
<td>150</td>
</tr>
<tr>
<td>CHCITYTH7A</td>
<td>Respond to critical situations including risk of violence</td>
<td>150</td>
</tr>
</tbody>
</table>
Applicants must also either have:

• similar position in the community services and health sector.
• management, co-ordination, team/group leader, supervisory or
• have the support of their agency in taking on during the course, an

candidate meets selection criteria.

Module enrolment may be possible if a place is available and the

assignments, and prescribed reading and reading packages. Single

The course is delivered via workshops, discussion groups, workplace

580 hours of core modules and a minimum of 235 hours of elective

815 taking a minimum of two years to complete. This consists of

participants to reflect on and critically analyse their own values and to

self-awareness.

This course aims to provide and develop the knowledge, skills and

Career Opportunities
Community services and health services management.

Course Objective
This course is designed for people working as supervisors, co-

ordinators or managers of a range of Social & Community services

agencies and programs.

The Diploma of Business (Community Services and Health

Management) (2504AIC) is designed to assist in the acquisition and

development of relevant management theory and skills for current

managers, co-ordinators, team leaders, program leaders, supervisors,

or others who hold a similar role in the Community Services and

Health Sector.

Entry Requirements
All Applicants must be able to demonstrate that they currently hold,

or others who hold a similar role in the Community Services and

managers, co-ordinators, team leaders, program leaders, supervisors,

or others who hold a similar role in the Community Services and

Health Sector.

Relevant Community Services and Health qualifications; or

Have worked in the Community Services and Health sector for

at least five years.

Course Duration
The course is offered on a part-time basis, with evening sessions and

occasional full day seminars. The total minimum course hours are

815 taking a minimum of two years to complete. This consists of

580 hours of core modules and a minimum of 235 hours of elective

modules.

The course is delivered via workshops, discussion groups, workplace

assignments, and prescribed reading and reading packages. Single

module enrolment may be possible if a place is available and the

applicant meets selection criteria.

Course Structure
The structure of the course is as follows:

Core Modules
Participants must complete all core modules totalling 580 hours.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC8015</td>
<td>Presenting Reports</td>
<td>20</td>
</tr>
<tr>
<td>NGMS107</td>
<td>Managing and Developing Teams</td>
<td>40</td>
</tr>
<tr>
<td>NGMS112</td>
<td>Managing People, Recruitment, Selection and Induction</td>
<td>40</td>
</tr>
<tr>
<td>NGMS113</td>
<td>Managing Finance–Setting &amp; Achieving Budgets</td>
<td>20</td>
</tr>
<tr>
<td>NGMS204</td>
<td>Managing Strategically</td>
<td>40</td>
</tr>
<tr>
<td>NGMS205</td>
<td>Managing in Ambiguity and Change</td>
<td>40</td>
</tr>
<tr>
<td>NGMS214</td>
<td>Managing Cultural Diversity</td>
<td>40</td>
</tr>
<tr>
<td>NGMS213</td>
<td>Managing Projects</td>
<td>40</td>
</tr>
<tr>
<td>NGMS215</td>
<td>Advocacy and Influence</td>
<td>20</td>
</tr>
<tr>
<td>NO8215</td>
<td>Database Fundamentals</td>
<td>20</td>
</tr>
</tbody>
</table>

Diploma of Business (Community Services and Health Management)(2504AIC)

Diploma of Community Services (Alcohol and Other Drugs Work)(CHC50299)

Certificate IV in Assessor and Workplace Training (BSZ40190)

Certificate IV in Assessor and Workplace Training (BSZ40190)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ401A</td>
<td>Plan Assessment</td>
<td>15</td>
</tr>
<tr>
<td>BSZ402A</td>
<td>Conduct Assessment</td>
<td>15</td>
</tr>
<tr>
<td>BSZ403A</td>
<td>Review Assessment</td>
<td>5</td>
</tr>
<tr>
<td>BSZ404A</td>
<td>Train Small Groups</td>
<td>30</td>
</tr>
<tr>
<td>BSZ405A</td>
<td>Plan and Promote a Training Program</td>
<td>15</td>
</tr>
<tr>
<td>BSZ406A</td>
<td>Plan a Series of Training Sessions</td>
<td>15</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>Deliver Training Sessions</td>
<td>15</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>Review Training</td>
<td>15</td>
</tr>
</tbody>
</table>

Electives offered will be selected by the School and dependent

upon the availability of suitable teaching resources.

Some unit descriptors are listed under the Module/Unit Details

section of this Handbook.

Diploma of Community Services (Alcohol and Other Drugs Work)(CHC50299)

Career Opportunities
Alcohol and other drug rehabilitation workers.

Course Objective
This course aims to provide and develop the knowledge, skills and

personal qualities necessary in students essential to practice as an

Alcohol and Other Drugs worker. The course also aims to assist

students to reflect on and critically analyse their own values and to

develop a high level of self-awareness.

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

or more years of paid or voluntary related work post secondary

school in the Community Service Sector. English language, literacy

and numeracy skills at year 12 or equivalent level are required to

successfully undertake this course. Applicants must demonstrate

their aptitude and be currently working in the Alcohol and Other

Drugs sector. Students are required to have successfully completed

Sociology at Diploma or Higher level.

Some agencies may require that participants provide a police check

before undertaking workplace training.
**Course Duration**

This course may be offered on a part-time basis to professionals working in the field. Individual modules may be selected and used as electives for other Human Service Courses.

**Course Structure**

This course consists of a total of 13 units of competency, 7 compulsory units of competency and a total of 6 electives units of competency. One elective may be drawn from the Certificate IV in Community Services (Alcohol and Other Drugs Work) as outlined in the Community Services Training Package (CHC99) Alcohol and Other Drugs Work, National Competency Standards Published 1999. The remaining five elective units may be drawn from the Alcohol and Other Drugs Specialisation elective, the common competency electives or from the bank of competencies in the Victorian Implementation Guide, Community Services Training Package published by the Department of Education, Victoria, June 1999.

**Compulsory Competencies**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAOD2A</td>
<td>90</td>
<td>Orientation to the alcohol &amp; other drugs sector</td>
</tr>
<tr>
<td>CHCCOM4A</td>
<td>75</td>
<td>Develop, implement and promote effective communication techniques</td>
</tr>
<tr>
<td>CHCG3A</td>
<td>75</td>
<td>Coordinate the provision of client services and programs</td>
</tr>
<tr>
<td>CHCINF5A</td>
<td>90</td>
<td>Meet statutory and organisational information requirements</td>
</tr>
<tr>
<td>CHCNET3A</td>
<td>75</td>
<td>Develop new networks</td>
</tr>
<tr>
<td>CHCOR6A</td>
<td>90</td>
<td>Coordinate the work environment</td>
</tr>
<tr>
<td>CHCOR7A</td>
<td>60</td>
<td>Implement and monitor occupational health and safety policies, procedures and programs</td>
</tr>
</tbody>
</table>

**Alcohol and Other Drugs Specialisation Elective**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAOD8</td>
<td>150</td>
<td>Work with clients who have alcohol and/or other drugs issues</td>
</tr>
</tbody>
</table>

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

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**Course in Palliative Care Awareness(3113GWD50)**

**Career Opportunities**

Caregivers caring for people who are dying.

**Course Objectives**

The aim of the course is to provide training for caregivers who may be involved in or wish to become involved in caring for people (including those in a nursing home or hostel, in their own home or in a hospice or hospital) who are dying.

**Entry Requirements**

To qualify for admission to the course, applicants must have experience as a worker in the health and community services industry. Recognition of prior learning may be available based on skills and knowledge already acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**

The course may be offered part-time one day a week for eight weeks (50 nominal hours).

**Course Structure**

The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD550</td>
<td>Orientation to Palliative Care</td>
</tr>
<tr>
<td>WD551</td>
<td>Philosophy of Palliative Care</td>
</tr>
<tr>
<td>WD552</td>
<td>Ethical and Legal Issues in Palliative Care</td>
</tr>
<tr>
<td>WD553</td>
<td>Communication for the Palliative Care Team</td>
</tr>
<tr>
<td>WD554</td>
<td>Exploring Client Groups</td>
</tr>
<tr>
<td>WD555</td>
<td>Symptoms</td>
</tr>
<tr>
<td>WD556</td>
<td>Grief and Loss</td>
</tr>
<tr>
<td>WD557</td>
<td>Death and Dying</td>
</tr>
<tr>
<td>WD558</td>
<td>Resources</td>
</tr>
</tbody>
</table>

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

---

**Certificate II in Asset Maintenance(Cleaning Operations)(PRM20198)**

**Career Opportunities**

Cleaning Operations.

**Course Objectives**

The course aims to provide training in skills and competencies for participants who currently work or intend to work in cleaning operations.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they have the basic literacy and numeracy skills and that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

**Course Duration**

The course may be offered on a part-time basis over 94 nominal hours.

**Course Structure**

The structure of the course is -

<table>
<thead>
<tr>
<th>Core Units (33 nominal hours)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRMCL33A Plan for safe and efficient cleaning activities</td>
<td>10</td>
</tr>
<tr>
<td>PRMCL34A Follow relevant OHS policies and procedures to ensure safety and that of others</td>
<td>15</td>
</tr>
<tr>
<td>PRMCL35A Maintain a cleaning storage area</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective units (61 nominal hours)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRMCL01A Maintain hard floor surfaces</td>
<td>12</td>
</tr>
<tr>
<td>PRMCL04A Maintain soft floor</td>
<td>8</td>
</tr>
<tr>
<td>PRMCL05A Remove stains and spillages from soft floors</td>
<td>8</td>
</tr>
<tr>
<td>PRMCL09A Wash and squeegee glass surfaces to remove all visible dirt and grime</td>
<td>8</td>
</tr>
<tr>
<td>PRMCL15A Maintain furniture and fittings and dress an area or room</td>
<td>6</td>
</tr>
<tr>
<td>PRMCL17A Maintain wet area in an odour free, soil and hazard free condition</td>
<td>10</td>
</tr>
<tr>
<td>PRMCL19A Remove waste to maintain a tidy environment/area</td>
<td>9</td>
</tr>
</tbody>
</table>

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

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**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRF20201</td>
<td>Certificate II in Fitness (SRF20201)</td>
</tr>
<tr>
<td>SRF30201</td>
<td>Certificate III in Fitness (SRF30201)</td>
</tr>
<tr>
<td>SRF40201</td>
<td>Certificate IV in Fitness (SRF40201)</td>
</tr>
<tr>
<td>SRO20299</td>
<td>Certificate II in Outdoor Recreation (SRO20299)</td>
</tr>
<tr>
<td>SRS20209</td>
<td>Certificate II in Sport (Career Oriented Participation) (SRS20209)</td>
</tr>
<tr>
<td>SRO20199</td>
<td>Certificate II in Sport and Recreation (SRO20199)</td>
</tr>
<tr>
<td>SRO30199</td>
<td>Certificate III in Sport and Recreation (SRO30199)</td>
</tr>
<tr>
<td>SRC20201</td>
<td>Certificate II in Community Recreation (SRC20201)</td>
</tr>
<tr>
<td>SRC30201</td>
<td>Certificate III in Community Recreation (SRC30201)</td>
</tr>
<tr>
<td>SRC40201</td>
<td>Certificate IV in Community Recreation (SRC40201)</td>
</tr>
<tr>
<td>SRC50201</td>
<td>Diploma of Community Recreation (SRC50201)</td>
</tr>
<tr>
<td>SRO40199</td>
<td>Certificate IV in Sport and Recreation (SRO40199)</td>
</tr>
<tr>
<td>SRO50199</td>
<td>Diploma of Sport and Recreation (SRO50199)</td>
</tr>
<tr>
<td>SRS40399</td>
<td>Certificate IV in Sports (Development) (SRS40399)</td>
</tr>
<tr>
<td>SRS50399</td>
<td>Diploma of Sport (Development) (SRS50399)</td>
</tr>
<tr>
<td>SRS50299</td>
<td>Diploma of Sport (Coaching) (SRS50299)</td>
</tr>
<tr>
<td>311SRG35</td>
<td>Certificate IV in Sports Science (Golf) (311SRG35)</td>
</tr>
<tr>
<td>311SRG36</td>
<td>Diploma of Sports Science (Golf) (311SRG36)</td>
</tr>
<tr>
<td>RGR20398</td>
<td>Certificate II in Racing (Greyhound) – Kennelhand Level 1 (RGR20398)</td>
</tr>
<tr>
<td>RGR30598</td>
<td>Certificate III in Racing (Greyhound) – Kennelhand Level 2 (RGR30598)</td>
</tr>
<tr>
<td>21237VIC</td>
<td>Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport) (21237VIC)</td>
</tr>
</tbody>
</table>

In addition to these courses, the Department of Sport, Fitness and Recreation – TAFE conducts traineeships.

Jane McLennan
Head, Department of Sport, Fitness and Recreation - TAFE

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**Certificate II in Fitness (SRF20201)**

**Career Opportunities**

Further study, educational component of fitness traineeship

**Course Objective**

The course aims to provide students with a pathway to further study, which will enable them to gain employment in the fitness industry.

**Entry Requirements**

To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2.

**Course Duration**

The course may be offered on a full-time basis over 17 weeks (327 nominal hours) or part-time equivalent. This course is also available as a traineeship.

**Course Structure**

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEMEO01A</td>
<td>Provide emergency care</td>
</tr>
<tr>
<td>SRCCLS002A</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRLCOM002A</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRXEMEO002A</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>Develop and implement a career path</td>
</tr>
</tbody>
</table>
Certificate III in Fitness (SRF30201)

Career Opportunities
Aerobic, fitness or aquatic instructor

Course Objective
The course aims to provide training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 3.

Course Duration
The course may be offered on a full-time basis over 1 year (489 nominal hours) or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCL8003A</td>
<td>Coordinate interaction with clients</td>
<td>8</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>Collect and provide information to facilitate communication flow</td>
<td>7</td>
</tr>
<tr>
<td>SRXEMS003A</td>
<td>Respond to emergency situations</td>
<td>8</td>
</tr>
<tr>
<td>SRXIND003A</td>
<td>Apply sport and recreation law</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND004A</td>
<td>Establish and maintain an effective industry network</td>
<td>8</td>
</tr>
<tr>
<td>SRXORG003A</td>
<td>Coordinate work and work priorities in a sport and recreation organisation</td>
<td>8</td>
</tr>
<tr>
<td>SRXRS001A</td>
<td>Undertake risk analysis of activities</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC003A</td>
<td>Design, develop and produce documents, reports and worksheets using advanced functions</td>
<td>8</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>Work autonomously</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEM004A</td>
<td>Deal with conflict</td>
<td>10</td>
</tr>
</tbody>
</table>

Fitness Stream Units

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRFFIT001A</td>
<td>Provide orientation to clients prior to undertaking a fitness program</td>
<td>15</td>
</tr>
<tr>
<td>SRFFIT003A</td>
<td>Undertake client induction and screening</td>
<td>15</td>
</tr>
<tr>
<td>SRFFIT004A</td>
<td>Develop basic fitness programs</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT005A</td>
<td>Apply basic exercise science to fitness instruction</td>
<td>15</td>
</tr>
<tr>
<td>SRFFIT006A</td>
<td>Use &amp; maintain core fitness industry equipment</td>
<td>10</td>
</tr>
</tbody>
</table>

Certificate IV in Fitness (SRF40201)

Career Opportunities
Personal trainer, aerobic, fitness or aquatic instructor

Course Objective
The course aims to provide advanced training for those employed, or seeking employment as an aerobic, fitness or aquatic instructor.

Entry Requirements
To qualify for admission to the course, applicants must have completed year 12 and/or be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

Course Duration
The course may be offered on a full-time basis over one year (743 nominal hours) or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCL8004A</td>
<td>Provide advice in order to meet current and anticipated client requirements</td>
<td>7</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>Source and present information in response to requests</td>
<td>7</td>
</tr>
<tr>
<td>SRXOG002A</td>
<td>Implement and monitor the organisation’s Occupational Health and Safety policies, procedures and programs and maintain Occupational Health and Safety standards</td>
<td>12</td>
</tr>
<tr>
<td>SRXORG004A</td>
<td>Plan, allocate and evaluate work carried out by teams, individuals and self</td>
<td>10</td>
</tr>
<tr>
<td>SRXOR005A</td>
<td>Participate in the meeting process</td>
<td>6</td>
</tr>
<tr>
<td>SRXOR006A</td>
<td>Conduct projects</td>
<td>15</td>
</tr>
<tr>
<td>SRXTEC004A</td>
<td>Assist with analysis and use of emerging technology</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEM005A</td>
<td>Lead, manage and develop work teams</td>
<td>12</td>
</tr>
</tbody>
</table>

Fitness Stream Units

<table>
<thead>
<tr>
<th>Core Units Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRFFIT007A</td>
<td>Undertake advanced exercise planning and programming</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT008A</td>
<td>Utilise a broad knowledge of exercise science in exercise planning, programming and instruction</td>
<td>30</td>
</tr>
<tr>
<td>SRFFIT009A</td>
<td>Undertake postural screening and appraisal</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT010A</td>
<td>Utilise a broad range of fitness equipment</td>
<td>20</td>
</tr>
<tr>
<td>SRFFIT011A</td>
<td>Provide exercise for fitness industry clients with special requirements</td>
<td>20</td>
</tr>
</tbody>
</table>
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

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

**Course Structure**
The structure of the course is as follows–

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEME001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXCLS002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXCOMM002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXEME002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXOH001A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM007A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM004A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 005A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 004A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 003A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 002A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 001A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 000A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 009A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 008A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 007A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 006A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 005A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 004A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 003A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 002A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 001A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 000A</td>
<td>10</td>
</tr>
</tbody>
</table>

**Core Units**

**Core Units – (195 nominal hours)**

- **PUXEME001A** Provide emergency care 10
- **SRXCLS002A** Deliver service to clients 10
- **SRXCOMM002A** Receive and pass on information to facilitate effective routine communication 10
- **SRXEME002A** Participate in the control of minor emergencies 10
- **SRXIND002A** Develop and implement a career path 10
- **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 10
- **SRXTEM002A** Support the work of a team 10
- **SRXTEC002A** Operate a computer and printer to produce simple documents 10
- **SRXTEM002A** Support the work of a team 10
- **SRS COP 001A** Prepare for public speaking 10
- **SRS COP 002A** Plan for and participate in a media interview 10
- **SRS COP 003A** Demonstrate personal image and presentation skills 5
- **SRS COP 004A** Develop negotiation skills 10
- **SRS COP 005A** Demonstrate basic assertive communication skills 10
- **SRS COP 006A** Complete a tax return 10
- **SRS COP 007A** Develop a financial goal setting plan 10
- **SRS COP 008A** Prepare a pre or post event meal 15
- **SRS COP 011A** Develop an integrated time management plan 10
- **SRS COP 012A** Develop a travel and accommodation plan 5
- **SRS COP 013A** Develop a career goal setting plan 5
- **SRS COP 014A** Prepare to study 5

**Sport Specialisation cluster of units (130 nominal hours)**

One cluster of sport specialisation units to be selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the – Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);

**Electives Units**

Four elective units selected by the student with the approval of the Head of Department, having regard to the list of relevant units in the:

- Qualifications Framework for the National Sport Industry Training Package SRS99 (Version 2.00, January 2001);
- Victorian Purchase Guide, SRF01, Fitness Industry Training Package (September 2001); and
- any other nationally endorsed Industry Training Package related to the industry.

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

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**Certificate II in Sport and Recreation (SRO 20199)**

**Career Opportunities**
Further study, educational component of sport traineeship

**Course Objective**
This course aims to provide training for persons working in the administrative and retail sectors of the sport and recreation industry.

**Entry Requirements**
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 2. Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

**Course Duration**
The course may be offered on a part-time basis over 1 year (323 nominal hours). This course is also available as a traineeship.

**Course Structure**
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXTEC001A</td>
<td>20</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM007A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM004A</td>
<td>10</td>
</tr>
<tr>
<td>SRS COP 005A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 004A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 003A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 002A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 001A</td>
<td>5</td>
</tr>
<tr>
<td>SRS COP 000A</td>
<td>5</td>
</tr>
</tbody>
</table>

**Core Units**

- **SRXTEC001A** Operate a computer to gain access to & retrieve data using keyboard skills 20
- **SRXTEM002A** Support the work of a team 10
- **SRXADM007A** Select, operate & maintain a range of office equipment to complete a range of tasks 8
- **SRXADM006A** Process & analyse information to facilitate effective routine communication 10
- **SRXADM005A** Handle mail to facilitate the information flow of the organisation 5
- **SRXADM004A** Provide access to & security of records 10
- **SRS COP 003A** Develop a travel and accommodation plan 5
- **SRS COP 002A** Plan for and participate in a media interview 10
- **SRS COP 001A** Prepare for public speaking 10
- **SRS COP 000A** Demonstrate basic assertive communication skills 10

**Compulsory Stream Units**

- **SRXADM005A** Handle mail to facilitate the information flow of the organisation 5
- **SRXADM006A** Process & analyse information to provide access to & security of records 10
- **SRXADM007A** Select, operate & maintain a range of office equipment to complete a range of tasks 8
- **SRXADM008A** Organise the copying & collating of documents 10
- **Elective Units**

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

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Sport and Recreation  
(SRO 30199)

Career Opportunities
Further study

Course Objective
This course aims to provide training for persons employed in the 
Sport and Recreation industry whose focus is on client services in 
sport and recreation marketing, facility management, retail, event 
organisation or assisting in activity/program leadership.

Entry Requirements
To qualify for admission to the course, applicants must be able to 
demonstrate to the satisfaction of the Head of Department that 
they possess the necessary skills and knowledge to undertake formal 
study at an Australian Qualifications Framework Level 3. Students 
enrolled as trainees must be employed under the Apprenticeship 
Training Scheme.

Course Duration
The course may be offered on a full-time basis over 6 months (474 
nominal hours) or part-time equivalent. This course is also available 
as a traineeship.

Course Structure
The structure of the course is as follows:

Core Pre-requisites and Co-requisite Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Descriptions</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM003A</td>
<td>Apply knowledge of the organisation to Complete routine administration tasks</td>
<td>12</td>
</tr>
<tr>
<td>SRXADM004A</td>
<td>Operate a range of office equipment to Complete routine tasks</td>
<td>15</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>Handle mail to facilitate the information flow of the organisation</td>
<td>5</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>Process &amp; analyse information to provide access to &amp; security of records</td>
<td>10</td>
</tr>
<tr>
<td>SRXADM007A</td>
<td>Select, operate &amp; maintain a range of office equipment to complete a range of tasks</td>
<td>8</td>
</tr>
</tbody>
</table>

Stream Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Descriptions</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM009A</td>
<td>Maintain information records system to ensure its integrity</td>
<td>TBA</td>
</tr>
<tr>
<td>SRXADM010A</td>
<td>Use the advanced functions of a range of Office equipment to complete daily tasks</td>
<td>15</td>
</tr>
<tr>
<td>SRXADM011A</td>
<td>Prepare meeting details</td>
<td>10</td>
</tr>
</tbody>
</table>

Effective Units
Five elective and corresponding elective co-requisite and pre- 
requisite units selected by the student with approval of the Head of 
Department, having regard to the list of relevant units in the 
relevant Industry Training Package.

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

Certificate II in Community Recreation (SRC20201)

Career Opportunities
Further study, educational component of traineeship.

Course Objectives
The course aims to provide students with a pathway to further study, 
which will enable them to gain employment in the community 
recreation industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to 
demonstrate to the satisfaction of the Head of Department that 
they possess the necessary skills and knowledge to undertake formal 
study at an Australian Qualifications Framework Level 2. 
Recognition of prior learning may be available based on skills and 
knowledge acquired by the applicant through previous study, as in 
articulation, informal or formal learning or from work and/or life 
experience.

Course Duration
The course may be offered on a full-time basis over 290 nominal 
hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Descriptions</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXADM001A</td>
<td>Handle mail to facilitate communication</td>
<td>6</td>
</tr>
<tr>
<td>SRXADM002A</td>
<td>Handle information to maintain access to &amp; security of records</td>
<td>12</td>
</tr>
</tbody>
</table>

Stream Core Pre-requisite and Co-requisite Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Descriptions</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXEMEO01A</td>
<td>Provide emergency care</td>
<td>10</td>
</tr>
<tr>
<td>SRXCLS002A</td>
<td>Deliver service to clients</td>
<td>10</td>
</tr>
<tr>
<td>SRXCOM002A</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
<td>10</td>
</tr>
<tr>
<td>SRXEME002A</td>
<td>Participate in the control of minor emergencies</td>
<td>5</td>
</tr>
<tr>
<td>SRXIND002A</td>
<td>Develop knowledge of the sport and recreation industry</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND003A</td>
<td>Collect &amp; provide information to facilitate communication</td>
<td>7</td>
</tr>
<tr>
<td>SRXIND004A</td>
<td>Respond to emergency situations</td>
<td>8</td>
</tr>
<tr>
<td>SRXIND005A</td>
<td>Establish &amp; maintain an effective industry network</td>
<td>10</td>
</tr>
<tr>
<td>SRXIND006A</td>
<td>Co-ordinate work &amp; work priorities in a sport &amp; recreation organisation</td>
<td>8</td>
</tr>
<tr>
<td>SRXRE001A</td>
<td>Undertake risk analysis of activities</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEC003A</td>
<td>Design, develop &amp; produce documents, reports &amp; worksheets using advanced functions</td>
<td>8</td>
</tr>
<tr>
<td>SRXTEC004A</td>
<td>Work autonomously</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEC005A</td>
<td>Deal with conflict</td>
<td>10</td>
</tr>
</tbody>
</table>

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

articulation, informal or formal learning or from work and/or life

Recognition of prior learning may be available based on skills and

of successfully completing the course.

To qualify for admission to the course, applicants must demonstrate

program.

Customer service in an aquatic or recreation centre.

Course Objectives

This course aims to provide training for people who are supervising

individuals or teams in a recreational facility and/or community

Career Opportunities

Recreation

Certificate III in Community Recreation(SRC30201)

Customer service in an aquatic or recreation centre.

Course Objective

This course aims to provide training for people in a customer service role of an aquatic or recreation centre.

Entry Requirements

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

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

Course Duration

The course may be offered on a full-time basis over 744 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units (totalling 159 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLS003A</td>
<td>8</td>
<td>Coordinate interaction with clients</td>
</tr>
<tr>
<td>SRCXCOM010A</td>
<td>7</td>
<td>Collect and provide information to facilitate communication flow</td>
</tr>
<tr>
<td>SRXEME003A</td>
<td>10</td>
<td>Respond to emergency situations</td>
</tr>
<tr>
<td>SRXWD003A</td>
<td>10</td>
<td>Apply sport and recreation law</td>
</tr>
<tr>
<td>SRXIND004A</td>
<td>8</td>
<td>Establish and maintain an effective industry network</td>
</tr>
<tr>
<td>SRXORG003A</td>
<td>8</td>
<td>Coordinate work and work priorities in a sport and recreation organisation</td>
</tr>
<tr>
<td>SRXRIS001A</td>
<td>10</td>
<td>Undertake risk analysis of activities</td>
</tr>
<tr>
<td>SRCXTE005A</td>
<td>8</td>
<td>Design, develop and produce documents, reports &amp; worksheets using advanced functions</td>
</tr>
<tr>
<td>SRXTME003A</td>
<td>7</td>
<td>Work autonomously</td>
</tr>
<tr>
<td>SRXTME004A</td>
<td>10</td>
<td>Deal with conflict</td>
</tr>
<tr>
<td>SRCRCD002A</td>
<td>10</td>
<td>Apply principles of community development to community recreation work</td>
</tr>
<tr>
<td>SRCRCD003A</td>
<td>15</td>
<td>Promote access, equity and diversity in community recreation</td>
</tr>
<tr>
<td>SRCCRO004A</td>
<td>20</td>
<td>Work within a budget for a recreation initiative or program</td>
</tr>
<tr>
<td>SRXGPR001A</td>
<td>8</td>
<td>Facilitate a group</td>
</tr>
<tr>
<td>SRXFA001A</td>
<td>5</td>
<td>Maintain equipment for activities</td>
</tr>
<tr>
<td>SRXRES001A</td>
<td>12</td>
<td>Educate the public on the safe use of a sport and recreational resource</td>
</tr>
</tbody>
</table>

Elective Units

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

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

Certificate IV in Community Recreation(SRC40201)

Career Opportunities

Supervisor.

Course Objectives

This course aims to provide training for people who are supervising individuals or teams in a recreational facility and/or community program.

Entry Requirements

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

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

Course Duration

The course may be offered on a full-time basis over 1043 nominal hours over or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units (totalling 184 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLS004A</td>
<td>7</td>
<td>Provide advice in order to meet current and anticipated client requirements</td>
</tr>
<tr>
<td>SRCXCOM004A</td>
<td>7</td>
<td>Source and present information in response to requests</td>
</tr>
<tr>
<td>SRXOHS002A</td>
<td>12</td>
<td>Implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs and maintain Occupational Health and Safety standards</td>
</tr>
<tr>
<td>SRXORG004A</td>
<td>10</td>
<td>Plan, allocate and evaluate work carried out by teams, individuals and self</td>
</tr>
<tr>
<td>SRXROG005A</td>
<td>6</td>
<td>Participate in the meeting process</td>
</tr>
<tr>
<td>SRXROG006A</td>
<td>15</td>
<td>Conduct projects</td>
</tr>
<tr>
<td>SRXTSEC004A</td>
<td>7</td>
<td>Assist with analysis &amp; use of emerging technology</td>
</tr>
<tr>
<td>SRXTME005A</td>
<td>12</td>
<td>Lead, manage and develop work teams</td>
</tr>
<tr>
<td>SRCRCD007A</td>
<td>20</td>
<td>Develop recreation programs</td>
</tr>
<tr>
<td>SRCRCD008A</td>
<td>20</td>
<td>Work effectively with government and other key stakeholders</td>
</tr>
<tr>
<td>SRCRCD009A</td>
<td>20</td>
<td>Develop a budget for a recreation initiative</td>
</tr>
<tr>
<td>SRXEME004A</td>
<td>20</td>
<td>Coordinate emergency response</td>
</tr>
<tr>
<td>SRXGPR002A</td>
<td>6</td>
<td>Provide leadership to groups</td>
</tr>
<tr>
<td>SRXIND005A</td>
<td>12</td>
<td>Promote compliance with laws &amp; legal principles</td>
</tr>
</tbody>
</table>
SRXRES002A Improve client awareness and implementation of environmental management practices 10

**Elective Units**

Thirteen elective units (totalling 859 nominal hours) comprising:

- A minimum of six elective units, at Australian Qualifications Framework level four, selected from any other sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.
- A maximum of seven elective units selected from the relevant training package.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

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

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**Diploma of Community Recreation (SRC50201)**

**Career Opportunities**

Recreational Manager.

**Course Objectives**

This course aims to provide training for people who manage policies and procedures for a recreational facility and/or recreational programs.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework level four, selected from any other sport and recreation training packages: Community Recreation; Fitness; Outdoor Recreation; or Sport Training endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Units selected must be relevant to the occupational outcome sought and appropriate to the Australian Qualifications Framework level.

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

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**Certificate IV in Sport and Recreation (SRO40199)**

**Career Opportunities**

Sports administration officer

**Course Objective**

This course aims to provide training for persons working as administrative officers in the sport and recreation industry.

**Entry Requirements**

To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

**Course Duration**

The course may be offered on a full-time basis over 622 nominal hours or part-time equivalent.

**Course Structure**

The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units (totalling 624 nominal hours)</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSXFMI501A Manage personal work priorities and professional development</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BSXFMI502A Provide leadership in the workplace</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BSXFMI504A Participate in, lead and facilitate work teams</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>BSXFMI507A Manage quality client service</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>SRXCOM005A Research, prepare and present information</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>SRXIND005A Promote compliance with laws &amp; legal principles</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>SRXOHS003A Establish, maintain and evaluate Occupational Health and Safety system in order to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and clients</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRXORG007A Develop teams and individuals to enhance performance</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>SRXTEM006A Create, maintain and enhance effective working relationships</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>BSXFMI505A Manage operations to achieve planned outcomes</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CHCCCD14A Implement a community development strategy</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>SRCCRD007A Develop recreation programs</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRCCRD008A Work effectively with government and other key stakeholders</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRCCRO011A Implement a sales system for a recreation facility or organisation</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRCCRO012A Manage contracts</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>SRXADM014A Manage and coordinate projects</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>SRXFAC005A Coordinate facility and equipment acquisition and maintenance</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRXFIN007A Monitor and control disbursements within a given budget</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXGOV004A Work effectively with the Board of an organisation</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>SRXHRM001A Manage volunteers</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXHRM002A Participate in staff selection to ensure team goals are achieved</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRXMKT003A Promote organisation’s activities</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRXMKT004A Analyse and respond to changing markets</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>SRXPLA004A Evaluate organisation’s activities</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SRXRES005A Achieve an efficient use of resources</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>
**SRXORG002A** Work effectively in a sport & recreation organisation 10  
**SRXORG003A** Co-ordinate work & work priorities in a sport & recreation organisation 8  
**SRXTEM002A** Handle the work of a team 10  
**SRXTEM003A** Work autonomously 7  
**SRXTEC001A** Operate a computer to gain access to & retrieve data using keyboard skills 20  
**SRXTEC002A** Operate a computer & printer to produce simple documents 10  
**SRXTEC003A** Design, develop & produce documents, reports & worksheets using advanced functions 8  

**Core Units**  
**SRXCLS004A** Provide advice in order to meet current & anticipated client requirements 7  
**SRXCOM004A** Source & present information in response to requests 7  
**SRXOHSH002A** Implement & monitor the organisation’s Occupational Health & Safety policies, procedures & programs in the relevant work area to achieve & maintain Occupational Health & Safety Standards 12  
**SRXORG004A** Plan, allocate & evaluate work carried out by teams, individuals & self 10  
**SRXORG005A** Participate in the meeting process 6  
**SRXORG006A** Conduct projects 15  
**SRXTEC004A** Assist with the analysis & use of emerging technology 7  
**SRXTEM005A** Lead, manage & develop work teams 12  

**Stream Core Pre-requisite and Co-requisite Units**  
**SRXADM001A** Handle mail to facilitate communication 6  
**SRXADM002A** Handle information to maintain access to & security of records 12  
**SRXADM005A** Handle mail to facilitate the information flow of the organisation 5  
**SRXADM006A** Process & analyse information to provide access to & security of records 10  
**SRXADM009A** Maintain information records system to ensure its integrity 8  
**SRXADM010A** Supervise an established records system to ensure its integrity 12  
**SRXADM013A** Plan business trip & associated itinerary to ensure efficient travel 15  
**SRXTEC005A** Assist in the maintenance of a computer system 40  
**SRXTEC006A** Customise & maintain software 30  
**SRXTEC007A** Assist in the maintenance of the organisation’s Occupational Health & Safety systems in order to ensure the workplace is, as far as practicable, safe & without risks to health of employees & clients 15  
**SRXORG007A** Develop teams & individuals to enhance performance 12  
**SRXTEM006A** Create, maintain & enhance effective working relationships 8  
**SRXADM014A** Manage & co-ordinate projects 30  
**SRXADM015A** Establish & maintain a records system to ensure integrity of the system 40  
**SRXADM016A** Establish & maintain library/resource collection 20  
**SRXADM017A** Plan & establish administration systems & procedures 24  
**SRXADM018A** Review office administration procedures & processes to meet changing demands 15  
**SRXADM019A** Manage the meeting process 15  

**Effective Units**  

### 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.  

### Diploma of Sport and Recreation (SRO 50199)  
**Career Opportunities**  
Sports administration officer  

**Course Objectives**  
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 Structure**  
The structure of the course is as follows:  

<table>
<thead>
<tr>
<th>Core Pre-requisites and Co-requisite Units</th>
<th>Code</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>SRXORG002A</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>10</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>Work autonomously</td>
<td>7</td>
</tr>
<tr>
<td>SRXTEM004A</td>
<td>Deal with conflict</td>
<td>10</td>
</tr>
<tr>
<td>SRXTEM005A</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 in, lead &amp; facilitate work teams</td>
<td>40</td>
</tr>
<tr>
<td>BSXFMI507A</td>
<td>Manage quality customer service</td>
<td>50</td>
</tr>
<tr>
<td>SRXCOM005A</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>SRXOHSH003A</td>
<td>Establish, maintain &amp; evaluate Occupational Health &amp; Safety systems in order to ensure the workplace is, as far as practicable, safe &amp; without risks to health of employees &amp; clients</td>
<td>15</td>
</tr>
<tr>
<td>SRXORG007A</td>
<td>Develop teams &amp; individuals to enhance performance</td>
<td>12</td>
</tr>
<tr>
<td>SRXTEM006A</td>
<td>Create, maintain &amp; enhance effective working relationships</td>
<td>8</td>
</tr>
<tr>
<td>SRXADM014A</td>
<td>Manage &amp; co-ordinate projects</td>
<td>30</td>
</tr>
<tr>
<td>SRXADM015A</td>
<td>Establish &amp; maintain a records system to ensure integrity of the system</td>
<td>40</td>
</tr>
<tr>
<td>SRXADM016A</td>
<td>Establish &amp; maintain library/resource collection</td>
<td>20</td>
</tr>
<tr>
<td>SRXADM018A</td>
<td>Review office administration procedures &amp; processes to meet changing demands</td>
<td>15</td>
</tr>
<tr>
<td>SRXADM019A</td>
<td>Manage the meeting process</td>
<td>15</td>
</tr>
<tr>
<td>SRXTEC007A</td>
<td>Manage the establishment &amp; maintenance of a work group network</td>
<td>30</td>
</tr>
</tbody>
</table>
Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

**Certificate IV in Sports (Development) (SRS40399)**

**Career Opportunities**
Sports coach, sports official, sports administrator

**Course Objective**
This course aims to provide training for coaches or officials, who wish to work in the sport industry doing a range of coaching and officiating at the beginner and intermediate levels and/or administrative duties.

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 4.

**Course Duration**
The course may be offered on a full-time basis over 1 year (1032 nominal hours) or part-time equivalent.

**Course Structure**
The structure of the course is as follows:

### Core Pre-requisites and Co-requisites Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXCLS002A</td>
<td>10</td>
<td>Deliver service to clients</td>
</tr>
<tr>
<td>SRXCLS003A</td>
<td>8</td>
<td>Co-ordinate interaction with clients</td>
</tr>
<tr>
<td>SRXCMM002A</td>
<td>10</td>
<td>Receive &amp; pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td>SRXCOM003A</td>
<td>7</td>
<td>Collect &amp; provide information to facilitate communication flow</td>
</tr>
<tr>
<td>SRXCOM004A</td>
<td>7</td>
<td>Source &amp; present information in response to requests</td>
</tr>
<tr>
<td>SRXOHS002A</td>
<td>12</td>
<td>Implement &amp; monitor the organisation's Occupational Health &amp; Safety policies, procedures &amp; programs in the relevant work area to achieve &amp; maintain Occupational Health &amp; Safety Standard</td>
</tr>
<tr>
<td>SRXORG002A</td>
<td>10</td>
<td>Work effectively in a sport &amp; recreation organisation</td>
</tr>
<tr>
<td>SRXORG003A</td>
<td>8</td>
<td>Co-ordinate work &amp; work priorities in a sport &amp; recreation organisation</td>
</tr>
<tr>
<td>SRXORG004A</td>
<td>10</td>
<td>Plan, allocate &amp; evaluate work carried out by teams, individuals &amp; self</td>
</tr>
<tr>
<td>SRXORG005A</td>
<td>6</td>
<td>Participate in the meeting process</td>
</tr>
<tr>
<td>SRXORF006A</td>
<td>15</td>
<td>Conduct projects</td>
</tr>
<tr>
<td>SRXTEC001A</td>
<td>10</td>
<td>Operate a computer to gain access to &amp; retrieve data using keyboard skills</td>
</tr>
<tr>
<td>SRXTEC002A</td>
<td>20</td>
<td>Operate a computer &amp; printer to produce simple documents</td>
</tr>
<tr>
<td>SRXTEC003A</td>
<td>8</td>
<td>Design, develop &amp; produce documents, reports &amp; worksheets using advanced functions</td>
</tr>
<tr>
<td>SRXTEC004A</td>
<td>7</td>
<td>Assist with the analysis &amp; use of emerging technology</td>
</tr>
<tr>
<td>SRXTM002A</td>
<td>10</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td>SRXTM003A</td>
<td>7</td>
<td>Work autonomously</td>
</tr>
<tr>
<td>SRXTM005A</td>
<td>12</td>
<td>Lead, manage &amp; develop work teams</td>
</tr>
</tbody>
</table>

### Elective Units
Nine elective and corresponding elective co-requisite and pre-requisite units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant Industry Training Package. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Diploma of Sport (Development) (SRS50399)

**Career Opportunities**
Sports coach, sports official, sports administrator

**Course Objective**
This course aims to provide training for coaches and officials who wish to work in the sport industry doing a range of coaching and officiating and/or administrative duties.

**Entry Requirements**
To qualify for admission to the course, applicants must have successfully completed year 12 and/or can demonstrate to the satisfaction of the Head of Department that they possess the necessary skills and knowledge to undertake formal study at an Australian Qualifications Framework Level 5.

**Course Duration**
The course may be offered on a full-time basis over two years (1400 nominal hours) or part-time equivalent.

**Course structure**

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Course Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td>BSXFMI501A</td>
<td>10</td>
<td>Manage personal work priorities and professional Development</td>
</tr>
<tr>
<td></td>
<td>BSXFMI502A</td>
<td>40</td>
<td>Provide leadership in the workplace</td>
</tr>
<tr>
<td></td>
<td>BSXFMI504A</td>
<td>40</td>
<td>Participate, lead and facilitate work teams</td>
</tr>
<tr>
<td></td>
<td>BSXFMI507A</td>
<td>30</td>
<td>Manage quality client service</td>
</tr>
<tr>
<td></td>
<td>SRXCOM002A</td>
<td>10</td>
<td>Receive and pass on information to facilitate effective routine communication</td>
</tr>
<tr>
<td></td>
<td>SRXCOM004A</td>
<td>7</td>
<td>Source and present information in response to requests</td>
</tr>
<tr>
<td></td>
<td>SRXCOM005A</td>
<td>10</td>
<td>Research, prepare and present information</td>
</tr>
<tr>
<td></td>
<td>SRXIND005A</td>
<td>12</td>
<td>Promote compliance with laws &amp; legal principles</td>
</tr>
<tr>
<td></td>
<td>SRXOH5003A</td>
<td>8</td>
<td>Establish, maintain and evaluate Occupational Health and Safety systems in order to ensure that the workplace is, as far as is practicable, safe and without risks to health of employees and clients</td>
</tr>
<tr>
<td></td>
<td>SRXORG002A</td>
<td>15</td>
<td>Work effectively in a sport and recreation organisation</td>
</tr>
<tr>
<td></td>
<td>SRXORG007A</td>
<td>10</td>
<td>Develop teams and individuals to enhance performance</td>
</tr>
<tr>
<td></td>
<td>SRXTEM002A</td>
<td>10</td>
<td>Support the work of a team</td>
</tr>
<tr>
<td></td>
<td>SRXTEM003A</td>
<td>7</td>
<td>Work autonomously</td>
</tr>
<tr>
<td></td>
<td>SRXTEM004A</td>
<td>10</td>
<td>Deal with conflict</td>
</tr>
<tr>
<td></td>
<td>SRXTEM005A</td>
<td>12</td>
<td>Lead, manage and develop work teams</td>
</tr>
<tr>
<td></td>
<td>SRXTEM006A</td>
<td>8</td>
<td>Create, maintain and enhance effective working relationships</td>
</tr>
</tbody>
</table>

**Development Stream Units**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUXE001A</td>
<td>Provide emergency care</td>
</tr>
<tr>
<td>SRSCOA001A</td>
<td>Operate in accord with accepted coaching practices, styles &amp; legal &amp; ethical responsibilities</td>
</tr>
<tr>
<td>SRSCOA007A</td>
<td>Provide information about the principles of eating for peak performance</td>
</tr>
<tr>
<td>SRSCOA007A</td>
<td>Work with officials</td>
</tr>
<tr>
<td>SRSCOA012A</td>
<td>Provide information regarding drugs in sport issues</td>
</tr>
<tr>
<td>SRSCOA013A</td>
<td>Support clients to adopt the principles of sports psychology</td>
</tr>
<tr>
<td>SRSCOA014A</td>
<td>Support clients to adopt the principles of eating for peak performance</td>
</tr>
<tr>
<td>SRSCOA015A</td>
<td>Monitor coach welfare</td>
</tr>
<tr>
<td>SRSCOA016A</td>
<td>Implement recovery training programs</td>
</tr>
<tr>
<td>SRSNET001A</td>
<td>Use basic communication strategies to umpire netball at the beginner level</td>
</tr>
<tr>
<td>SRSNET003A</td>
<td>Demonstrate fundamental positioning skills relevant to umpire netball at the beginner level</td>
</tr>
<tr>
<td>SRSNET004A</td>
<td>Teach and develop the fundamental skills of netball</td>
</tr>
<tr>
<td>SRSOFF001A</td>
<td>Operate in accord with accepted officiating practices, styles and legal and ethical responsibilities to manage risk</td>
</tr>
<tr>
<td>SRSOFF004A</td>
<td>Apply self reflection techniques to evaluate and modify officiating sessions</td>
</tr>
<tr>
<td>SRSOFF005A</td>
<td>Resolve conflict related to officiating</td>
</tr>
<tr>
<td>SRSOFF006A</td>
<td>Develop a fitness program for officials</td>
</tr>
<tr>
<td>SRSOFF007A</td>
<td>Evaluate, analyse and modify the conduct and outcomes of officiating to improve performance</td>
</tr>
<tr>
<td>SRSOFF008A</td>
<td>Manage conflict related to officiating</td>
</tr>
<tr>
<td>SRSOFF009A</td>
<td>Plan, implement and evaluate a fitness and recovery program for officials</td>
</tr>
<tr>
<td>SRSSAC001A</td>
<td>Develop, maintain and implement basic skills of strength and conditioning</td>
</tr>
<tr>
<td>SRXADM001A</td>
<td>Handle mail to facilitate communication</td>
</tr>
<tr>
<td>SRXADM002A</td>
<td>Handle information to maintain access to and security of records</td>
</tr>
<tr>
<td>SRXADM005A</td>
<td>Handle mail to facilitate the information flow of the Organisation</td>
</tr>
<tr>
<td>SRXADM006A</td>
<td>Process and analyse information to provide access to and security of records</td>
</tr>
<tr>
<td>SRXADM009A</td>
<td>Maintain information records system to ensure its integrity</td>
</tr>
<tr>
<td>SRXADM012A</td>
<td>Supervise an established records system to ensure its integrity</td>
</tr>
<tr>
<td>SRXADM014A</td>
<td>Manage and coordinate projects</td>
</tr>
<tr>
<td>SRXADM015A</td>
<td>Establish and maintain a records system to ensure integrity of the system</td>
</tr>
<tr>
<td>SRXADM016A</td>
<td>Establish and maintain library / resource collection</td>
</tr>
<tr>
<td>SRXADM017A</td>
<td>Plan and establish administration systems and procedures</td>
</tr>
<tr>
<td>SRXADM018A</td>
<td>Review administration procedures and processes to meet changing demands</td>
</tr>
<tr>
<td>SRXADM019A</td>
<td>Manage the meeting process</td>
</tr>
<tr>
<td>SRXCAI001A</td>
<td>Assist in preparing sport and recreation sessions for clients</td>
</tr>
<tr>
<td>SRXCAI002A</td>
<td>Assist in conducting sport and recreation sessions for clients</td>
</tr>
<tr>
<td>SRXCAI003A</td>
<td>Provide equipment for activities</td>
</tr>
<tr>
<td>SRXCAI004A</td>
<td>Plan a sport and creation session for clients</td>
</tr>
<tr>
<td>SRXCAI005A</td>
<td>Conduct a sport and creation session for clients</td>
</tr>
<tr>
<td>SRXCAI008A</td>
<td>Plan and prepare an individualised long-term training programs</td>
</tr>
<tr>
<td>SRXCAI009A</td>
<td>Conduct, monitor and adjust individualised long-term training programs</td>
</tr>
<tr>
<td>SRXCAI010A</td>
<td>Evaluate, analyse and modify long-term and/or high performance individualised training programs</td>
</tr>
<tr>
<td>SRXCM001A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>SRXEM001A</td>
<td>React safely in an emergency and help prevent emergencies</td>
</tr>
<tr>
<td>SRXEM002A</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRXHOS001A</td>
<td>Follow defined Occupational Health and Safety policy and procedures related to work being undertaken in order to ensure own safety and that of others in the workplace</td>
</tr>
<tr>
<td>SRXOR001A</td>
<td>Organise work</td>
</tr>
<tr>
<td>SRXOR004A</td>
<td>Plan, allocate and evaluate work carried out by teams, individuals and self</td>
</tr>
<tr>
<td>SRXOR005A</td>
<td>Participate in the meeting process</td>
</tr>
<tr>
<td>SRXOR006A</td>
<td>Conduct projects</td>
</tr>
</tbody>
</table>

Course Duration
The course may be offered on a full-time basis over two years (1400 nominal hours) or part-time equivalent.
Diploma of Sport (Coaching)(SRS50299)

Career Opportunities
Golf Industry.

Course Objectives
The course aims to provide training for established coaches and/or participants of golf who wish to teach and/or develop advanced skills in golf and work in the golf industry.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. In addition, preference will be given to applicants who have an Australian Golfing Union handicap of 20 for men or 36 for women.

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

Course Duration
The course may be offered on a full-time basis of 2122 nominal hours two or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core pre-requisites and co-requisites units (totaling 73 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRXTEM001A</td>
<td>10</td>
<td>Develop teams and individuals to enhance performance</td>
</tr>
<tr>
<td>SRXTM006A</td>
<td>8</td>
<td>Create, maintain and enhance effective working relationships</td>
</tr>
<tr>
<td>SRSADM003A</td>
<td>10</td>
<td>Provide emergency care</td>
</tr>
<tr>
<td>SRSADM004A</td>
<td>7</td>
<td>React safely in an emergency and help prevent emergencies</td>
</tr>
<tr>
<td>SRSADM005A</td>
<td>10</td>
<td>Participate in the control of minor emergencies</td>
</tr>
<tr>
<td>SRSADM006A</td>
<td>5</td>
<td>Follow defined OH&amp;S policy and procedures related to the work</td>
</tr>
<tr>
<td>SRXTEM002A</td>
<td>10</td>
<td>Organise work</td>
</tr>
<tr>
<td>SRXTEM003A</td>
<td>10</td>
<td>Work in teams</td>
</tr>
</tbody>
</table>

Coaching stream pre-requisites and co-requisites (257 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSADM007A</td>
<td>25</td>
<td>Implement water based training programs</td>
</tr>
<tr>
<td>SRSADM008A</td>
<td>40</td>
<td>Teach or develop intermediate skills of strength and conditioning</td>
</tr>
<tr>
<td>SRSADM009A</td>
<td>20</td>
<td>Implement a talent identification program</td>
</tr>
<tr>
<td>SRSADM100A</td>
<td>15</td>
<td>Establish selection policies for activities</td>
</tr>
<tr>
<td>SRSADM101A</td>
<td>20</td>
<td>Evaluate, analyse and modify long-term and/or high performance individualised training programs</td>
</tr>
<tr>
<td>SRXCAI001A</td>
<td>10</td>
<td>Conduct, monitor and adjust high performance individualised training programs</td>
</tr>
<tr>
<td>SRXCAI002A</td>
<td>10</td>
<td>Conduct for clients to meet the needs of high level participation</td>
</tr>
<tr>
<td>SRXCAI003A</td>
<td>10</td>
<td>Conduct, monitor and adjust high performance individualised training programs</td>
</tr>
</tbody>
</table>

Golf specialisation pre-requisites and co-requisites (180 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSADM010A</td>
<td>20</td>
<td>Develop and implement services to meet client needs</td>
</tr>
<tr>
<td>SRSADM011A</td>
<td>25</td>
<td>Develop a strategic plan</td>
</tr>
<tr>
<td>SRSADM012A</td>
<td>15</td>
<td>Prepare an operational plan</td>
</tr>
<tr>
<td>SRSADM013A</td>
<td>20</td>
<td>Develop and implement policy and procedures</td>
</tr>
<tr>
<td>SRSADM014A</td>
<td>20</td>
<td>Evaluate organisation’s activities</td>
</tr>
<tr>
<td>SRSADM015A</td>
<td>18</td>
<td>Maintain stock control</td>
</tr>
<tr>
<td>SRSADM016A</td>
<td>36</td>
<td>Manage sales and delivery service</td>
</tr>
<tr>
<td>SRSADM017A</td>
<td>36</td>
<td>Control inventory</td>
</tr>
</tbody>
</table>

Golf specialisation units (totaling 385 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSADM018A</td>
<td>80</td>
<td>Teach and/or develop advanced skills of golf</td>
</tr>
<tr>
<td>SRSADM019A</td>
<td>80</td>
<td>Apply the advanced tactics and strategies of golf</td>
</tr>
<tr>
<td>SRSADM020A</td>
<td>60</td>
<td>Undertake advanced appraisal and alteration of equipment</td>
</tr>
<tr>
<td>SRSADM021A</td>
<td>70</td>
<td>Perform the advanced skills, tactics and strategies of professional golf in a competitive situation</td>
</tr>
<tr>
<td>SRSADM022A</td>
<td>120</td>
<td>Manage the format and results of golf competitions and tournaments</td>
</tr>
<tr>
<td>SRSADM023A</td>
<td>20</td>
<td>Develop and manage junior development programs in golf</td>
</tr>
<tr>
<td>SRSADM024A</td>
<td>20</td>
<td>Manage on course golf shop operations</td>
</tr>
</tbody>
</table>
Elective Units
12 elective and corresponding elective co-requisite and pre-requisite units (totalling 1,240 nominal hours) selected by the student, with approval of the Head of Department, having regard to the list of relevant units in the relevant Sport Industry Training Package. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Sports Science (Golf)(3113SRG35)

Career Opportunities
Coaching operations.

Course Objectives
The course aims to provide students with training and skill development in coaching operations. This includes studies in areas such as: communications, instructional techniques, movement efficiency, sports training, sports psychology, nutrition education, anatomy and physiology and, coaching teams. The course also provides advanced practical golf skills, theoretical knowledge and ASLPR level 2+ English language skills.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed Year 12, or equivalent, and have demonstrated expertise in golf.

Course Duration
The course may be offered on a full-time basis over 648 nominal hours or part-time equivalent. Course modules may be offered by flexible delivery.

Course Structure
The structure of the course is as follows:

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

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

Diploma of Sports Science (Golf)(3113SRG36)

Career Opportunities
Coaching Operations.

Course Objectives
The course aims to provide students with training and skill development in coaching operations. This includes studies in areas such as: communications, instructional techniques, movement efficiency, sports training, sports psychology, nutrition education, anatomy and physiology and, coaching teams. The course also provides advanced practical golf skills, theoretical knowledge and ASLPR level 2+ English language skills.

Entry Requirements
To qualify for admission to the course, applicants must have successfully completed Year 12, or equivalent, and have demonstrated expertise in golf.

Course Duration
The course may be offered on a full-time basis over 1296 nominal hours or part-time equivalent. Course modules may be offered by flexible delivery.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRG01</td>
<td>English Language Studies 1</td>
</tr>
<tr>
<td>SRG02</td>
<td>Computer Studies</td>
</tr>
<tr>
<td>SRG03</td>
<td>Skill Acquisition</td>
</tr>
<tr>
<td>SRG04</td>
<td>Anatomy</td>
</tr>
<tr>
<td>SRG05</td>
<td>Professional Golf Management 1</td>
</tr>
<tr>
<td>SRG06</td>
<td>First Aid</td>
</tr>
<tr>
<td>SRG07</td>
<td>Movement Efficiency</td>
</tr>
<tr>
<td>SRG08</td>
<td>Training Principles 1</td>
</tr>
<tr>
<td>SRG09</td>
<td>Nutrition for Sport</td>
</tr>
<tr>
<td>SRG10</td>
<td>Sports Psychology 1</td>
</tr>
<tr>
<td>SRG11</td>
<td>Sports Coaching 1</td>
</tr>
<tr>
<td>SRG12</td>
<td>Golf Practicum 1</td>
</tr>
<tr>
<td>SRG13</td>
<td>English Language Studies 2</td>
</tr>
<tr>
<td>SRG14</td>
<td>Instructional Skills</td>
</tr>
<tr>
<td>SRG15</td>
<td>Physical Development &amp; Performance Factors</td>
</tr>
<tr>
<td>SRG16</td>
<td>Professional Golf Management 2</td>
</tr>
<tr>
<td>SRG17</td>
<td>Sports Trainer</td>
</tr>
<tr>
<td>SRG18</td>
<td>Foundations of Sport Science</td>
</tr>
<tr>
<td>SRG19</td>
<td>Biomechanics</td>
</tr>
<tr>
<td>SRG20</td>
<td>Training Principles 2</td>
</tr>
<tr>
<td>SRG21</td>
<td>Technology in Training</td>
</tr>
<tr>
<td>SRG22</td>
<td>Sports Psychology 2</td>
</tr>
<tr>
<td>SRG23</td>
<td>Sports Coaching</td>
</tr>
<tr>
<td>SRG24</td>
<td>Golf Practicum 2</td>
</tr>
</tbody>
</table>

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

Certificate II in Racing (Greyhound)-Kennelhand Level 1(RGR20398)

Career Opportunities
Greyhound Racing Kennelhand.

Course Objective
The course aims to provide training for students in the daily operations of greyhound racing kennels that are under general supervision of a trainer or kennel foreman.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:
- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

Students enrolled as trainees must be employed under the Apprenticeship Training Scheme. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning, or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over 225–240 nominal hours or part-time equivalent.
Course Structure
The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGRCOMST06A</td>
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<tr>
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</tr>
<tr>
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<td>50</td>
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<tr>
<td>RGRCOMST09A</td>
<td>70</td>
</tr>
<tr>
<td>RGRCOMS/010A</td>
<td>25</td>
</tr>
<tr>
<td>RGRCOMST011A</td>
<td>40</td>
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</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 Racetrack Industry Training Package.

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

Certificate III in Racing (Greyhound) - Kennelhand Level 2 (RGR30598)

Career Opportunities
Greyhound Kennelhand.

Course Objectives
This course aims to provide training for persons in charge of the daily operations of a greyhound racing kennel.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate to the satisfaction of the Head of Department that they can:

- read, comprehend, discuss and write complex information in English; and
- use and analyse complex data.

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

Course Duration
The course may be offered on a full-time basis over 325–373 nominal hours or part-time equivalent. This course is also available as a traineeship.

Course Structure
The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>RGRCOMST07A</td>
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<tr>
<td>RGRCOMST08A</td>
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<tr>
<td>RGRCOMST09A</td>
<td>70</td>
</tr>
<tr>
<td>RGRCOMS/010A</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.

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

Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)

Career Opportunities
Athlete Career Education Adviser, professional Sport Welfare Officer, Career Counsellor.

Course Objectives
The course aims to provide students with the knowledge and skills required to perform the role of career and education adviser to elite performers. It is designed to provide an accredited training program for people to work with elite performers on their career and education options.

Entry Requirements
To qualify for admission to the course applicants must possess a Bachelor Degree or Advanced Diploma in a related discipline, such as psychology, education, welfare or recreation, and demonstrate potential to undertake work at this level. Applicants are expected to be employed within the sports, dance or music industry or have access to significant work placement.

Where formal relevant qualifications are not held applicants must demonstrate the satisfaction of the Head of Department a level of maturity, and an understanding of the industry sector and a commitment to work as a career and education adviser.

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

Course Duration
The course may be offered on a full-time basis over 230 hours or part-time equivalent.

Course Structure
The structure of the course is as follows –

Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK954</td>
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<tr>
<td>VBK955</td>
<td>50</td>
</tr>
<tr>
<td>VBK956</td>
<td>80</td>
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</table>

Elective Modules

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBK957</td>
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<tr>
<td>VBK958</td>
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<tr>
<td>VBK959</td>
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</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.
School of Hospitality and Personal Services

The School of Hospitality & Personal Services comprises the following:

- Hospitality and Tourism
- Personal Services
- Wholesale/Retail Unit
- Short Course Centre

Each Department offers a broad range of TAFE courses that provide training in competencies relevant to the needs of individuals and the industries in which they are, or will be employed. Additionally, articulation pathways have been established for those students wishing to continue their studies at higher TAFE or degree levels. The Short Course Centre offer hobby, leisure and short vocational courses.

Courses are offered at the City King, Footscray Nicholson, Melton, Werribee and Sunbury campuses of the University. Training is also delivered in a variety of industry settings.

Excellent learning facilities are available to students across all of the School's programs. The latest information technology and library facilities are available to all students. Classrooms, laboratory spaces and salons are fully equipped to facilitate training to the highest industry standards.

The School has strong links with industry that ensures training is up to date and relevant. All TAFE courses are developed in conjunction with industry. The majority of courses also combine concurrent work experience or supervised industry placement. This approach enriches the learning experiences of students and provides the opportunity to apply newly developed skills and knowledge in a work environment.

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

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

Kathy Whye
Associate Director
Head, School of Hospitality & Personal Services

Short Course Centre

Through the Short Course Centre, a wide range of programs are offered to the community and industry. These short course programs provide an opportunity for people to undertake courses they have always wanted to study, at times convenient to them.

Short course programs range from vocational courses for those wishing to enhance or upgrade their skills for employment purposes, to courses leading to further studies and personal enrichment and leisure courses.

All of the short courses feature:

- Victoria University accreditation;
- A Statement of Completion;
- A wide selection of options and dates;
- Workshop style training;
- Experienced trainers;
- Quality courseware.

Victoria University can also provide many short courses as in-house training programs for personnel, using workplace facilities. We can customise special programs to meet organisation's specific requirements. These customised special programs can be presented at our training facilities or at your workplace. Special group prices and delivery arrangements can be negotiated for individual companies that provide ten or more enrolments.

Short courses on offer:

- Airbrushing
- Art, Design & Multimedia
- Beauty Therapy
- Boatbuilding
- Business
- Call Centre Training
- Career Management
- Computing and Office Skills
- Decorating
- Electrotechnology
- Garden
- Health and Lifestyle
- Home Improvement
- Hospitality
- Languages
- Legal
- Make-up and Modelling
- Massage
- Medical Terminology
- Personal Development
- Personal Fitness
- Photography
- Professional Development
- Police Entrance Exams
- Real Estate
- Security
- Signwriting
- Sport & Recreation
- Taxi Driver Training
- Travel and Tourism
- Woodwork

The Short Course Centre is located on Level 1, City King Campus, 225 King Street, Melbourne. Telephone (03) 9284 7920. Fax (03) 9284 7927. Visit our website at: www.vu.edu.au.
Department of Personal Services

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

Details of the TAFE Certificates I to IV and Diploma courses offered by the department are set out below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2211ARC</td>
<td>Certificate II in Modelling (2211ARC)</td>
</tr>
<tr>
<td>WRB20199</td>
<td>Certificate II in Nail Technology (WRB20199)</td>
</tr>
<tr>
<td>WRB30199</td>
<td>Certificate III in Beauty (WRB30199)</td>
</tr>
<tr>
<td>WRB40199</td>
<td>Certificate IV in Beauty Therapy (WRB40199)</td>
</tr>
<tr>
<td>WRB50199</td>
<td>Diploma of Beauty Therapy (WRB50199)</td>
</tr>
<tr>
<td>3113CBLCAF</td>
<td>Course in Basic Make-Up (3113CBLCAF)</td>
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<tr>
<td>CUE50798</td>
<td>Diploma of Entertainment (Make-Up) (CUE50798)</td>
</tr>
<tr>
<td>CUE40898</td>
<td>Certificate IV in Entertainment Make-Up (CUE40898)</td>
</tr>
<tr>
<td>WAO350</td>
<td>Diploma of Health Science (WAO350)</td>
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<tr>
<td>3113BT001</td>
<td>Certificate III in Health Science (Therapeutic Massage) (3113BT001)</td>
</tr>
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<td>WRH20100</td>
<td>Certificate II in Hairdressing (WRH20100) [Pre-Apprenticeship]</td>
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<td>WRH30100</td>
<td>Certificate III in Hairdressing (WRH30100)</td>
</tr>
<tr>
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<td>Certificate III in Hairdressing(2003VIC)</td>
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<tr>
<td>WRH40100</td>
<td>Certificate IV in Hairdressing (WRH40100)</td>
</tr>
<tr>
<td>WRH50100</td>
<td>Diploma of Hairdressing-Salon Management(WRH50100)</td>
</tr>
<tr>
<td>WRB20A</td>
<td>Apply Nail Art 15</td>
</tr>
<tr>
<td>WRB19A</td>
<td>Use Electrical Equipment for Nails</td>
</tr>
<tr>
<td>WRB20A</td>
<td>Apply Nail Art</td>
</tr>
</tbody>
</table>

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

Jana Fullerton
Head, Department of Personal Services– TAFE

Certificate II in Modelling (2211ARC)

Career Opportunities

Modelling.

Course Objective

The Certificate II in Modelling course is the only Government accredited modelling course in Australia. It provides initial vocational training in the three main branches of modelling. These are:

- fashion parades;
- photographic work; and
- media productions.

This course is intended for those persons, both male and female, who wish to obtain modelling work and to develop the technical skills likely to enhance their employment potential. In addition, successful students will recognise that the development of a professional and business-like approach will greatly enhance their careers.

Entry Requirements

To qualify for admission to this course applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration

The course is offered on a full-time basis over 12 weeks.

Course Structure

The course consists of 14 modules totalling 340 nominal hours:

<table>
<thead>
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<th>Code</th>
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<tbody>
<tr>
<td>NCS003</td>
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<td>VBE625</td>
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<td>VBE626</td>
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<td>VBE627</td>
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</tr>
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<td>VBE628</td>
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<td>VBE629</td>
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</tr>
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<td>VBE630</td>
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<td>VBE631</td>
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<td>VBE632</td>
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</tr>
<tr>
<td>VBE633</td>
<td>60</td>
</tr>
<tr>
<td>VBE634</td>
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<td>VBE635</td>
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<td>VBE636</td>
<td>27</td>
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<tr>
<td>VBE637</td>
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</tbody>
</table>

Certificate II in Nail Technology (WRB20199)

Career Opportunities

Nail technician manicurist.

Course Objective

This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in manicure, pedicure, nail enhancement and nail technology needs; laws, regulations, Acts, professional associations and unions governing the profession; provide a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements

No specific pre-requisites as the industry regards this as entry-level training, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults.

Applicants may be selected from interview.

Course Duration

This course may be offered on a full-time basis over 15 weeks.

Course Structure

Students must complete all of the 8 core units and all the units from the Nail Technology Stream Options.

<table>
<thead>
<tr>
<th>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>
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<tr>
<td>WRB07A</td>
<td>36</td>
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<td>WRB08A</td>
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</table>

Nail Technology Stream

<table>
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<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>WRB17A</td>
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<tr>
<td>WRB18A</td>
<td>45</td>
</tr>
<tr>
<td>WRB19A</td>
<td>40</td>
</tr>
<tr>
<td>WRB20A</td>
<td>15</td>
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</tbody>
</table>
While the following unit will be incorporated into the above Units of Competency as they contain major areas of underpinning science knowledge essential to the satisfactory completion of these Units. WRBX1 Nail Science 20
Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

**Certificate III in Beauty (WRB30199)**

**Career Opportunities**
Beauty therapist, beautician.

**Course Objective**
This course aims to provide students with the skills required to perform and sell beauty products; 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 Beauty Therapy. This course provides substantial articulation with the Certificate IV in Beauty Therapy (WRB40199) and the Diploma of Beauty Therapy (WRB50199) also offered by Victoria University.

**Entry Requirements**
No specific pre-requisites, however mature age entry is desirable and trainees should be able to cope with the physical and emotional demands of the work. This includes good eyesight, good hand/eye coordination and good communication skills. Participants will need to have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Selection is via aptitude test followed by interview.

**Course Duration**
This course is delivered on a full-time basis over 20 weeks.

**Course Structure**
Students must complete all of the 13 core units and the 5 units from the Beauty Options.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB01A</td>
<td>Communicate with Clients 36</td>
</tr>
<tr>
<td>WRB02A</td>
<td>Work Effectively in a Salon/Store Environment 18</td>
</tr>
<tr>
<td>WRB03A-A</td>
<td>Infection Control 32</td>
</tr>
<tr>
<td>WRB03A-B</td>
<td>First Aid 8</td>
</tr>
<tr>
<td>WRB04A</td>
<td>Perform Salon/Store Cleaning duties 18</td>
</tr>
<tr>
<td>WRB05A</td>
<td>Merchandise Beauty Products 36</td>
</tr>
<tr>
<td>WRB06A</td>
<td>Sell Beauty Products 18</td>
</tr>
<tr>
<td>WRB07A</td>
<td>Conduct Financial Transactions 36</td>
</tr>
<tr>
<td>WRB08A</td>
<td>Provide Service to Clients 36</td>
</tr>
<tr>
<td>WRB13A</td>
<td>Advise on Beauty Services 30</td>
</tr>
<tr>
<td>WRB14A</td>
<td>Pierce Ears 20</td>
</tr>
<tr>
<td>WRB15A</td>
<td>Provide Lash and Brow Treatments 20</td>
</tr>
<tr>
<td>WRB16A-A</td>
<td>Provide Temporary Epilation and Bleaching Treatments 80</td>
</tr>
<tr>
<td>WRB16A-B</td>
<td>Skin Biology 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. WRB17A Provide Manicure and Pedicure Services 40
WRB18A Apply Nail Enhancement 45
WRB19A Use Electrical Equipment for Nails 40
WRB20A Apply Nail Art 15
WRB21A Design and Apply Make-Up 40

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

**Certificate IV in Beauty Therapy (WRB40199)**

**Career Opportunities**
Beauty therapist, beautician.

**Course Objectives**
This course aims to provide students with the skills required to manage and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicure and pedicure, facials, body treatments, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; anatomy and physiology, skin science and skin diseases, chemistry, electrical principles, knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of Beauty Therapy. The course provides a recognised credential and, where appropriate, credits in the Diploma of Beauty Therapy (WRB50199) and in related National Retail Competencies.

**Entry Requirements**
To qualify for admission to this course participants will need to have achieved Year 11 or equivalent and have the literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed Year 11 will also be considered for admission. Selection is via aptitude and literacy tests followed by an interview.

**Course Duration**
This course is delivered on a full-time basis over 1 year. The course is delivered via a mixture of flexible learning, traditional class teaching and work integrated learning. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

**Course Structure**
Students must complete all units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB01A</td>
<td>Communicate with Clients 36</td>
</tr>
<tr>
<td>WRB02A</td>
<td>Work Effectively in a Salon/Store Environment 18</td>
</tr>
<tr>
<td>WRB03A-A</td>
<td>Infection Control 32</td>
</tr>
<tr>
<td>WRB03A-B</td>
<td>First Aid 8</td>
</tr>
<tr>
<td>WRB04A</td>
<td>Perform Salon/Store Cleaning duties 18</td>
</tr>
<tr>
<td>WRB05A</td>
<td>Merchandise Beauty Products 36</td>
</tr>
<tr>
<td>WRB06A</td>
<td>Sell Beauty Products 18</td>
</tr>
<tr>
<td>WRB07A</td>
<td>Conduct Financial Transactions 36</td>
</tr>
<tr>
<td>WRB08A</td>
<td>Provide Service to Clients 36</td>
</tr>
<tr>
<td>WRB13A</td>
<td>Advise on Beauty Services 30</td>
</tr>
<tr>
<td>WRB14A</td>
<td>Pierce Ears 20</td>
</tr>
<tr>
<td>WRB15A</td>
<td>Provide Lash &amp; Brow Treatments 20</td>
</tr>
<tr>
<td>WRB16A-A</td>
<td>Provide Temporary Epilation and Bleaching Treatments 80</td>
</tr>
<tr>
<td>WRB16A-B</td>
<td>Skin Biology 20</td>
</tr>
<tr>
<td>WRB17A</td>
<td>Provide Manicure &amp; Pedicure Service 40</td>
</tr>
<tr>
<td>WRB24A-A1</td>
<td>Anatomy &amp; Physiology A 41</td>
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<tr>
<td>WRB24A-A2</td>
<td>Nutrition 20</td>
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<td>WRB24A-B1</td>
<td>Skin 42</td>
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<tr>
<td>WRB24A-B2</td>
<td>Anatomy &amp; Physiology B 41</td>
</tr>
<tr>
<td>WRB24A-C</td>
<td>Assessment During Facial Treatments 9</td>
</tr>
<tr>
<td>WRB25A-A</td>
<td>Provide Facials Treatments 122</td>
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<tr>
<td>WRB25A-B</td>
<td>Skin Disorders 30</td>
</tr>
<tr>
<td>WRB27A</td>
<td>Provide Body Treatments 116</td>
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<tr>
<td>WRB21A</td>
<td>Design &amp; Apply Make Up 40</td>
</tr>
<tr>
<td>WRB26A-A</td>
<td>Provide Advanced Facial Treatments 80</td>
</tr>
<tr>
<td>WRB26A-B</td>
<td>Cosmetic Chemistry 41</td>
</tr>
</tbody>
</table>
Diploma of Beauty Therapy (WRB50199)

Career Opportunities
Beauty Therapist.

Course Objective
This course aims to provide students with the skills required to merchandise and sell beauty products; with the knowledge, practical skills and techniques to perform, advise and counsel clients in hair removal, manicare and pedicare, massage, facials, aromatherapy, make-up, ear piercing, eye-lash and brow tinting, prevention of disease transmission in a salon environment; anatomy and physiology, skin science and skin diseases, chemistry, electrical principles, knowledge of products and equipment; laws, regulations, Acts, professional associations and unions governing this profession; communication skills and awareness of human behaviour needed to manage the personal contact of Beauty Therapy. This course provides a recognised credential and, where appropriate, credits in further education and training.

Entry Requirements
To qualify for admission to this course participants will need to have achieved year 12 or equivalent and have literacy and numeracy skills at the level two competency as defined in the Certificate of General Education for Adults. Mature age applicants who have not completed year 12 will also be considered for admission. Selection is via aptitude and literacy tests followed by an interview.

Course Duration
This course is delivered on a full-time basis over 18 months or part-time equivalent. Part-time programs are normally conducted in the evenings or via flexible learning arrangements. Flexible learning arrangements may include off-campus study, workshops or workplace facilitation.

Course Structure
Students must complete all units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB01A</td>
<td>Communicate with Clients</td>
<td>36</td>
</tr>
<tr>
<td>WRB02A</td>
<td>Work Effectively in a Salon/Store Environment</td>
<td>18</td>
</tr>
<tr>
<td>WRB03A-A</td>
<td>Infection Control</td>
<td>32</td>
</tr>
<tr>
<td>WRB03A-B</td>
<td>First Aid</td>
<td>8</td>
</tr>
<tr>
<td>WRB04A</td>
<td>Perform Salon/Store Cleaning duties</td>
<td>18</td>
</tr>
<tr>
<td>WRB05A</td>
<td>Merchandise Beauty Products</td>
<td>36</td>
</tr>
<tr>
<td>WRB06A</td>
<td>Sell Beauty Products</td>
<td>18</td>
</tr>
<tr>
<td>WRB07A</td>
<td>Conduit Financial Transactions</td>
<td>36</td>
</tr>
<tr>
<td>WRB08A</td>
<td>Provide Service to Clients</td>
<td>36</td>
</tr>
<tr>
<td>WRB13A</td>
<td>Advise on Beauty Services</td>
<td>30</td>
</tr>
<tr>
<td>WRB14A</td>
<td>Pierce Ears</td>
<td>20</td>
</tr>
<tr>
<td>WRB15A</td>
<td>Provide Lash and Brow Treatments</td>
<td>20</td>
</tr>
<tr>
<td>WRB16A-A</td>
<td>Provide Temporary Epilation and Bleaching Treatments</td>
<td>80</td>
</tr>
<tr>
<td>WRB16A-B</td>
<td>Skin Biology</td>
<td>20</td>
</tr>
<tr>
<td>WRB17A</td>
<td>Provide Manicure and Pedicare Services</td>
<td>40</td>
</tr>
<tr>
<td>WRB21A</td>
<td>Design and Apply Make-Up</td>
<td>40</td>
</tr>
<tr>
<td>WRB22A</td>
<td>Design and Apply Make-Up for Photography</td>
<td>40</td>
</tr>
<tr>
<td>WRB23A</td>
<td>Design and Apply Remedial Camouflage</td>
<td>30</td>
</tr>
<tr>
<td>WRB24A-A</td>
<td>Anatomy and Physiology A</td>
<td>41</td>
</tr>
<tr>
<td>WRB24A-A</td>
<td>Nutrition</td>
<td>20</td>
</tr>
<tr>
<td>WRB24A-R</td>
<td>Skin</td>
<td>42</td>
</tr>
<tr>
<td>WRB24A-B</td>
<td>Anatomy and Physiology B</td>
<td>41</td>
</tr>
<tr>
<td>WRB24A-C</td>
<td>Assessment during Facial Treatments</td>
<td>9</td>
</tr>
<tr>
<td>WRB25A-A</td>
<td>Provide Facial Treatments</td>
<td>122</td>
</tr>
<tr>
<td>WRB25A-B</td>
<td>Skin Disorders</td>
<td>30</td>
</tr>
<tr>
<td>WRB26A-A</td>
<td>Provide Advanced Facial Treatments</td>
<td>80</td>
</tr>
<tr>
<td>WRB26A-B</td>
<td>Cosmetic Chemistry</td>
<td>41</td>
</tr>
<tr>
<td>WRB26A-C</td>
<td>Basic Electricity</td>
<td>24</td>
</tr>
<tr>
<td>WRB27A</td>
<td>Provide Body Treatments</td>
<td>116</td>
</tr>
<tr>
<td>WRB28A</td>
<td>Provide Aesthetic Aromatherapy Massage</td>
<td>60</td>
</tr>
<tr>
<td>WRB29A-A</td>
<td>Provide Permanent Epliation A</td>
<td>80</td>
</tr>
<tr>
<td>WRB29A-B</td>
<td>Provide Permanent Epliation B</td>
<td>80</td>
</tr>
<tr>
<td>WRB32A</td>
<td>Co-Ordinate Work Teams</td>
<td>36</td>
</tr>
<tr>
<td>WRB40A</td>
<td>Provide a Safe Working Environment</td>
<td>36</td>
</tr>
<tr>
<td>BSX001/A</td>
<td>Evaluate a Business Opportunity</td>
<td>20</td>
</tr>
<tr>
<td>BSX002/A</td>
<td>Complete a Business Plan</td>
<td>30</td>
</tr>
<tr>
<td>BSX003/A</td>
<td>Address Legal and Administrative Requirements</td>
<td>20</td>
</tr>
</tbody>
</table>

Course in Basic Make-Up(3113CBLCAF)

Delivery Mode
This is an internally approved course. This course is offered on a fee-for-service basis.

Career Opportunities
Make-up.

Course Objective
The course aims to develop student's skills in make-up application for personal use or to complement an existing qualification, eg. Certificate II in Retail Operations.

Entry Requirements
There are no special educational entry requirements for the course. Applicants will be required to posses an appropriate level of literacy and numeracy.

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

Course Duration
The course may be offered on a full-time basis over a period of four weeks (129 hours) or part-time equivalent.

Course Structure
The structure of the course is as follows
- Facial Analysis
- Commercial and Professional Make-up design
- Image Making for Day and Evening
- Occupational Health and Safety
- Design Concept Presentation – Bridal

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

Diploma of Entertainment (Make-Up) (CUE50798)

incorporating

Certificate IV in Entertainment Make-Up (CUE40899)

Career Opportunities
Employment in the film, video, television, theatre, photographic and fashion industries.
Course Objectives
This course aims to provide training in all aspects of make-up techniques and underpinning knowledge including occupational health and safety procedures. Study begins with morphology, the study of facial structure, which leads into colour, design and lighting effects. Fashion, catwalk and photographic make-up techniques, also airbrushing and creative design applications on the face and body. Period and retro make-up by way of research, theory and practice. Stage and screen make-up principles by way of script analysis, continuity and character breakdowns including the design and application of special effects and prosthetics. Complementing the make-up techniques the course also offers fashion hair styling, wig making and maintenance and the manufacture of hairpieces.

Entry Requirements
Satisfactory completion of an appropriate Victorian Year 12 or its equivalent. Mature age and those already working in the industry are invited to apply. Interviews take place via an expression of interest and selection process.

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

Course Structure
The full time course has 24-student contact hours and 6 non-contact hours per week. Hours include lectures, practical work, flexible learning and research.

Certificate IV
Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP2A</td>
<td>160</td>
</tr>
<tr>
<td>CUEOH51A</td>
<td>10</td>
</tr>
</tbody>
</table>

Elective Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUEMUP5A</td>
<td>60</td>
</tr>
<tr>
<td>CUEWHR1A</td>
<td>60</td>
</tr>
<tr>
<td>CUEWHR20A</td>
<td>140</td>
</tr>
<tr>
<td>WRB01A</td>
<td>36</td>
</tr>
<tr>
<td>WRB06A</td>
<td>18</td>
</tr>
<tr>
<td>WRB15A</td>
<td>20</td>
</tr>
<tr>
<td>WRB21A</td>
<td>40</td>
</tr>
<tr>
<td>WRB22A</td>
<td>40</td>
</tr>
<tr>
<td>WRB23A</td>
<td>30</td>
</tr>
</tbody>
</table>

Total Hours 614

Diploma
Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT48851</td>
<td>51</td>
</tr>
<tr>
<td>BT62008</td>
<td>51</td>
</tr>
<tr>
<td>BT62240</td>
<td>51</td>
</tr>
<tr>
<td>BT62013</td>
<td>61</td>
</tr>
<tr>
<td>BT62018</td>
<td>34</td>
</tr>
<tr>
<td>BT62259</td>
<td>51</td>
</tr>
<tr>
<td>BT62501</td>
<td>51</td>
</tr>
<tr>
<td>BT62502</td>
<td>68</td>
</tr>
</tbody>
</table>

Upon successful completion of all stage 1 modules and a current level 2 First Aid Certificate, students may exit with the internally accredited award Certificate III in Health Science (Therapeutic Massage)(3113BT001)

Stage 2
Core Units
<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT62019</td>
<td>51</td>
</tr>
<tr>
<td>BT62277</td>
<td>51</td>
</tr>
<tr>
<td>BT62301</td>
<td>51</td>
</tr>
<tr>
<td>BT62500</td>
<td>51</td>
</tr>
<tr>
<td>BT62503</td>
<td>24</td>
</tr>
<tr>
<td>BT62505</td>
<td>51</td>
</tr>
<tr>
<td>BT62506</td>
<td>51</td>
</tr>
<tr>
<td>BT62016</td>
<td>51</td>
</tr>
</tbody>
</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Upon successful completion of all stage 1 & 2 modules and a current level 2 First Aid Certificate, students may exit with the internally accredited award Certificate IV in Health Science (Remedial Massage)[3113BT002]

### Stage 3

#### Core Units
- BT20099 Contemporary Health Issues 51
- BTG2310 Principles of Foot Reflexology 34
- BTG2338 Professional Skills & Ethics 34
- BTI2374 Principles of Acupressure 34
- BTG2504 Applied Principles of Alexander & Trager Technique 27
- BTG2509 Sport & Recreation Massage 51
- BTG2507 Clinical Practice 21
- BTG2510 Massage Research Project 51

#### Elective Units

Plus Thirty four (34) nominal hours of elective units selected by the student with approval of the Head of Department, having regard to the list of relevant units in the relevant curriculum document.

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

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**Certificate II in Hairdressing (WRH20100)[Pre-Apprenticeship]**

**Career Opportunities**

Hairdresser.

**Course Objectives**

The course aims to provide pre-vocational training for individuals wishing to work in the Hairdressing Industry.

**Entry Requirements**

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum. Selection is via aptitude test and interview.

**Course Duration**

The course may be offered on a full-time and part-time basis over 174 hours. Call 9284 7854 for commencement dates.

**Course Structure**

The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH01A</td>
<td>Maintain a safe, clean and efficient work environment</td>
</tr>
<tr>
<td>WRH02A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>WRH03A</td>
<td>Receive and direct clients</td>
</tr>
<tr>
<td>WRH04A</td>
<td>Prepare clients for salon services</td>
</tr>
<tr>
<td>WRH05A</td>
<td>Co-ordinate salon tasks</td>
</tr>
<tr>
<td>WRH06A</td>
<td>Remove chemicals from hair</td>
</tr>
<tr>
<td>WRH07A</td>
<td>Schedule and check-out clients</td>
</tr>
<tr>
<td>WRH09A</td>
<td>Consult with clients and diagnose scalp and hair conditions</td>
</tr>
<tr>
<td>WRH10A</td>
<td>Treat hair and scalp</td>
</tr>
<tr>
<td>WRH11A</td>
<td>Cut hair</td>
</tr>
<tr>
<td>WRH12A</td>
<td>Dress (style) hair</td>
</tr>
<tr>
<td>WRH13A</td>
<td>Perform permanent wave and chemical relaxation services</td>
</tr>
<tr>
<td>WRH14A</td>
<td>Colour hair</td>
</tr>
<tr>
<td>WRH15A</td>
<td>Co-ordinate salon team</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>Sell products and services</td>
</tr>
</tbody>
</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

---

**Certificate III in Hairdressing (WRH30100)**

**Career Opportunities**

Hairdresser.

Offers training as:

- Apprenticeship;
- Full-time Training--Full fee paying;
- Reskilling;
- English for Occupational Purposes.

**Course Objectives**

The course aims to provide training for individuals wishing to work in the Hairdressing Industry as a Hairdresser.

**Entry Requirements**

To qualify for admission to the course, applicants must generally have acquired literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults statewide accredited curriculum (published December, 1996). Applicants enrolling as an apprentice must be over 15 years of age, be employed in the industry and indentured to a tradeperson, having been selected by that tradeperson on the basis of having appropriate aptitude for and attitudes towards hairdressing.

Applicants enrolling on a full-time basis must be over 17 years of age to ensure a standard entry age for qualified hairdressers to the industry.

**Course Duration**

The course may be offered on a full-time and part-time basis over 740-760 nominal hours.

**Course Structure**

The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH01A</td>
<td>Maintain a safe, clean and efficient work environment</td>
</tr>
<tr>
<td>WRH02A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>WRH03A</td>
<td>Receive and direct clients</td>
</tr>
<tr>
<td>WRH04A</td>
<td>Prepare clients for salon services</td>
</tr>
<tr>
<td>WRH05A</td>
<td>Co-ordinate salon tasks</td>
</tr>
<tr>
<td>WRH06A</td>
<td>Remove chemicals from hair</td>
</tr>
<tr>
<td>WRH07A</td>
<td>Schedule and check-out clients</td>
</tr>
<tr>
<td>WRH09A</td>
<td>Consult with clients and diagnose scalp and hair conditions</td>
</tr>
<tr>
<td>WRH10A</td>
<td>Treat hair and scalp</td>
</tr>
<tr>
<td>WRH11A</td>
<td>Cut hair</td>
</tr>
<tr>
<td>WRH12A</td>
<td>Dress (style) hair</td>
</tr>
<tr>
<td>WRH13A</td>
<td>Perform permanent wave and chemical relaxation services</td>
</tr>
<tr>
<td>WRH14A</td>
<td>Colour hair</td>
</tr>
<tr>
<td>WRH15A</td>
<td>Co-ordinate salon team</td>
</tr>
<tr>
<td>WRRS1B</td>
<td>Sell products and services</td>
</tr>
</tbody>
</table>

**Optional Unit**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH22A</td>
<td>Perform a face shave</td>
</tr>
</tbody>
</table>

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.
SCHOOL OF HOSPITALITY AND PERSONAL SERVICES

Australian Qualification
For Applicants who want to apply for Australian Qualification, they need to apply to be tested with:
Ms Helga Bielen
Hairdressing Programs
City King Campus
Victoria University of Technology
PO Box 197
Footscray VIC 3011
Call 9284 7894 for an appointment for Australian Qualification.
Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hairdressing(2003IVIC)

Career Opportunities
Hairdresser.

Course Objective
The course aims to provide the knowledge and skills required for those seeking employment in the Hairdressing Industry as a hairdresser.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over 740-760 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Unit</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH01A</td>
<td>Maintain a safe, clean and efficient work environment</td>
<td>30</td>
</tr>
<tr>
<td>WRH02A</td>
<td>Communicate in the workplace</td>
<td>30</td>
</tr>
<tr>
<td>WRH03A</td>
<td>Receive and direct clients</td>
<td>20</td>
</tr>
<tr>
<td>WRH04A</td>
<td>Prepare clients for salon services</td>
<td>10</td>
</tr>
<tr>
<td>WRH05A</td>
<td>Co-ordinate salon tasks</td>
<td>10</td>
</tr>
<tr>
<td>WRH06A</td>
<td>Remove chemicals from hair</td>
<td>20</td>
</tr>
<tr>
<td>WRH07A</td>
<td>Schedule and check-out clients</td>
<td>36</td>
</tr>
<tr>
<td>WRH09A</td>
<td>Consult with clients and diagnose hair and scalp conditions</td>
<td>10</td>
</tr>
<tr>
<td>WRH10A</td>
<td>Treat hair and scalp</td>
<td>10</td>
</tr>
<tr>
<td>WRH11A</td>
<td>Cut hair</td>
<td>170</td>
</tr>
<tr>
<td>WRH12A</td>
<td>Dress (style) hair</td>
<td>135</td>
</tr>
<tr>
<td>WRH13A</td>
<td>Perform permanent wave and chemical relaxation services</td>
<td>90</td>
</tr>
<tr>
<td>WRH14A</td>
<td>Colour hair</td>
<td>115</td>
</tr>
<tr>
<td>WRH15A</td>
<td>Co-ordinate salon team</td>
<td>36</td>
</tr>
</tbody>
</table>

Elective Units
Students may elect to undertake the following optional unit:
WRH12A Perform a face shave | 20 |

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Hairdressing (WRH40100)

Career Opportunities
Trainer, supervisor, specialist hairdresser, manager and/or owner.

Course Objectives
The course aims to provide training to hairdressers requiring a post-trade qualification.

Entry Requirements
To qualify for admission to the course, applicants must generally have acquired the Certificate III in Hairdressing or equivalent, plus literacy and numeracy skills at the level two competency as defined in the Certificate in General Education for Adults curriculum.

Course Duration
The course may be offered on a part-time basis over 140-390 hours.
Call 9284 7877 for commencement dates.

Course Structure
The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ402A</td>
<td>Conduct assessment</td>
</tr>
<tr>
<td>BSZ407A</td>
<td>Deliver Training Sessions</td>
</tr>
</tbody>
</table>

Elective Units
Four units from any of the following elective streams:

Beauty Stream
WRB14A Pierce ears | 20 |
WRB15A Provide lash and brow treatments | 20 |
WRB16A Provide temporary epilation and bleaching treatments | 100 |
WRB17A Provide manicure and pedicure service | 40 |
WRB21A Design and apply make up | 40 |

Hairdressing Stream
WRH16A Provide specialist hair design services | 60 |
WRH17A Provide specialist hair colour services | 40 |
WRH18A Provide specialist hair styling services | 20 |
WRH22A Perform a face shave | 20 |

Small Business Stream
WRH34A Supervise staff and the salon | 30 |
WRH35A Maintain customer relations | 36 |
WRHPM2A Recruit and select staff | 36 |
WRHPM3A Lead and manage people | 30 |

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Hairdressing Salon Management (WRH 50100)

Career Opportunities
Hairdressing Salon Manager.

Course Objective
The course aims to provide the skills and knowledge required to manage a hairdressing salon.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
The course may be offered on a full-time basis over 397–537 nominal hours or over part-time equivalent.

Course Structure
The structure of the course is as follows -

Core Units (totalling 192 nominal hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRH34A</td>
<td>30</td>
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<tr>
<td>WRH35A</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM2A</td>
<td>36</td>
</tr>
<tr>
<td>WRRPM3A</td>
<td>30</td>
</tr>
<tr>
<td>BSX023/02</td>
<td>30</td>
</tr>
<tr>
<td>BSX023/05</td>
<td>30</td>
</tr>
</tbody>
</table>

Elective Units
Six units (totalling 205–345 nominal hours) selected by the student, with the approval of the Head of Department, from the following

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSX023/01</td>
<td>20</td>
</tr>
<tr>
<td>BSX023/03</td>
<td>20</td>
</tr>
<tr>
<td>BSX023/07</td>
<td>40</td>
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<tr>
<td>BSZ503A</td>
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<tr>
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<tr>
<td>BSZ505A</td>
<td>45</td>
</tr>
<tr>
<td>BSXFMI503A</td>
<td>60</td>
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<tr>
<td>BSXFMI504A</td>
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</tr>
<tr>
<td>BSXFMI505A</td>
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</tr>
<tr>
<td>BSXFMI507A</td>
<td>60</td>
</tr>
<tr>
<td>BSXFMI511A</td>
<td>60</td>
</tr>
</tbody>
</table>

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Wholesale Retail Unit
The Wholesale/Retail Unit-TAFE conducts a wide range of courses that provide vocational education for a variety of wholesale and retail occupations.

Details of the TAFE Certificates II to IV and Diploma courses offered by the Department are set out below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRW20101</td>
<td>Certificate II in Wholesale Operations (WRW20101)</td>
</tr>
<tr>
<td>WRW30101</td>
<td>Certificate III in Wholesale Operations (WRW30101)</td>
</tr>
<tr>
<td>WRW40101</td>
<td>Certificate IV in Wholesale Management (WRW40101)</td>
</tr>
<tr>
<td>WRW50101</td>
<td>Diploma of Wholesale Management (WRW50101)</td>
</tr>
<tr>
<td>WRR50197</td>
<td>Diploma of Retail Management (WRR50197)</td>
</tr>
<tr>
<td>WRR40197</td>
<td>Certificate IV in Retail Management (WRR40197)</td>
</tr>
<tr>
<td>WRR30197</td>
<td>Certificate III in Retail Operations (WRR30197)</td>
</tr>
<tr>
<td>WRR20197</td>
<td>Certificate II in Retail Operations (WRR20197)</td>
</tr>
<tr>
<td>WRR10197</td>
<td>Certificate I in Retail Operations (WRR10197)</td>
</tr>
<tr>
<td>WRRB2099</td>
<td>Certificate II in Retail Cosmetic Assistant (WRB2099)</td>
</tr>
</tbody>
</table>

Maree Polglaise
Head, Wholesale Retail - TAFE

Diploma of Wholesale Management (WRW50101)
incorporating
Certificate IV in Wholesale Management (WRW40101)
Certificate III in Wholesale Operations (WRW30101)
Certificate II in Wholesale Operations (WRW20101)

Career Opportunities
Retail, Call Centres, Business Administration and Transport and Distribution.

Course Objective
These courses aim to provide participants with the knowledge and skills required to work predominantly in the Wholesale industry but with links also to Retailing, Call Centres, Transport and Distribution and Business Administration.

Entry Requirements
Generally, entry into Certificates II, III or IV will be via the New Apprenticeship scheme. Those currently working in industry are also encouraged to apply although conditions apply in this instance.

To qualify for the Certificate II course, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the Department as being capable of successfully completing the course. For other certificate levels, successful completion at the previous certificate level or equivalent industry/work experience (as determined by the Department) is required.

Course Duration
On-going starts throughout the year, with 12 months being the normal, maximum duration for Certificate II under a Training Agreement. The traineeship can then be extended by 12 months or less for continuing with Certificate III and by another 12 months or less for Certificate IV.

A course may also be undertaken part-time over 3 years duration (maximum for Certificate II and III).
Course Structure

Certificate II in Wholesale Operations (WRW20101)

This certificate is considered by the industry to be the pre-vocational level qualification required by employees to function effectively in a wholesaling business.

To successfully complete this qualification, students need to complete the 9 Core units and 2 Elective units.

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRPL201A</td>
<td>Access product and service performance data</td>
<td>30</td>
</tr>
<tr>
<td>WRRSL201A</td>
<td>Sell products and services to business customers</td>
<td>20</td>
</tr>
<tr>
<td>WRRSL203A</td>
<td>Use computers as part of business and e-commerce processes</td>
<td>36</td>
</tr>
<tr>
<td>WRRWS201A</td>
<td>Confirm wholesale business practices</td>
<td>21</td>
</tr>
<tr>
<td>WRRWS202A</td>
<td>Maintain business to business relationships</td>
<td>36</td>
</tr>
<tr>
<td>WRRWOP201A</td>
<td>Comply with legislative requirements impacting business activities</td>
<td>21</td>
</tr>
<tr>
<td>WRRCS1A</td>
<td>Communicate in the workplace</td>
<td>63</td>
</tr>
<tr>
<td>WRRPL1A</td>
<td>Apply safe working practices</td>
<td>18</td>
</tr>
<tr>
<td>WRRER1A</td>
<td>Work effectively in a retail environment</td>
<td>42</td>
</tr>
</tbody>
</table>

Total number of hours for Core Units only: 278

Elective Units

Students must select 2 elective competencies. At least one must come from the list below, however students may choose to select another competency from any other Training package at Certificate II level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRM3A</td>
<td>Co-ordinate merchandise presentation</td>
<td>36</td>
</tr>
<tr>
<td>WRRM4A</td>
<td>Co-ordinate housekeeping</td>
<td>9</td>
</tr>
<tr>
<td>WRRS3A</td>
<td>Co-ordinate sales performance</td>
<td>36</td>
</tr>
<tr>
<td>WRRCS4A</td>
<td>Co-ordinate interaction with customers</td>
<td>36</td>
</tr>
<tr>
<td>WRRP3A</td>
<td>Maintain store safety</td>
<td>36</td>
</tr>
<tr>
<td>WRRP5A</td>
<td>Apply store security systems and procedures</td>
<td>36</td>
</tr>
<tr>
<td>WRRP4A</td>
<td>Maintain store security</td>
<td>18</td>
</tr>
<tr>
<td>WRRR2A</td>
<td>Co-ordinate work teams</td>
<td>36</td>
</tr>
<tr>
<td>WRRER3A</td>
<td>Maintain employee relations</td>
<td>36</td>
</tr>
<tr>
<td>ICTTC203A</td>
<td>Navigate and interrogate specific enterprise systems to satisfy customer requirement</td>
<td>40</td>
</tr>
<tr>
<td>ICTTC211A</td>
<td>Process sales of complex product/service and where customer is unsure of available options</td>
<td>40</td>
</tr>
<tr>
<td>ICTTC212A</td>
<td>Process sales which commit both customer and Enterprise to considerable financial commitment</td>
<td>40</td>
</tr>
<tr>
<td>PSPROC301A</td>
<td>Procure goods and services</td>
<td>60</td>
</tr>
</tbody>
</table>

Upon successful completion of Certificate II in Wholesale Operations (WRW20101), students are eligible to apply for entry into Certificate III.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Wholesale Operations (WRW30101)

This certificate allows learners to develop a broader knowledge for application to the Wholesale industry.

To successfully complete this qualification, students need to complete 11 Core units and 7 Elective units.

NB: Students who have completed the Certificate II in Wholesale Operations (WRW20101) are eligible to receive credit for 9 of these 11 core units.(*)

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRPL201A</td>
<td>Access product and service performance data</td>
<td>30</td>
</tr>
<tr>
<td>WRRSL201A</td>
<td>Sell products and services to business customers</td>
<td>20</td>
</tr>
<tr>
<td>WRRSL203A</td>
<td>Use computers as part of business and e-commerce processes</td>
<td>36</td>
</tr>
<tr>
<td>WRRWS201A</td>
<td>Confirm wholesale business practices</td>
<td>21</td>
</tr>
<tr>
<td>WRRWS302A</td>
<td>Maintain business to business relationships</td>
<td>36</td>
</tr>
<tr>
<td>WRRWOP201A</td>
<td>Comply with legislative requirements impacting business activities</td>
<td>21</td>
</tr>
<tr>
<td>WRRCS1A</td>
<td>Communicate in the workplace</td>
<td>63</td>
</tr>
</tbody>
</table>

Elective Units

Students must select 7 elective competencies. At least 3 must come from the list below, however students may choose to select another 2 competency units from the Wholesale Training package at Certificate II level and 2 units from any other Training package at Certificate III level.

Note: Students who have completed Certificate II are eligible to receive credit for 2 elective units but the remaining 5 units must be chosen from this level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRP3A</td>
<td>Maintain store safety</td>
<td>36</td>
</tr>
<tr>
<td>WRRP5A</td>
<td>Apply store security systems and procedures</td>
<td>36</td>
</tr>
<tr>
<td>WRRP4A</td>
<td>Maintain store security</td>
<td>18</td>
</tr>
<tr>
<td>WRRP6A</td>
<td>Maintain employee relations</td>
<td>36</td>
</tr>
<tr>
<td>WRRP7A</td>
<td>Maintain employee relations</td>
<td>36</td>
</tr>
<tr>
<td>ICTTC203A</td>
<td>Navigate and interrogate specific enterprise systems to satisfy customer requirement</td>
<td>40</td>
</tr>
<tr>
<td>ICTTC211A</td>
<td>Process sales of complex product/service and where customer is unsure of available options</td>
<td>40</td>
</tr>
<tr>
<td>ICTTC212A</td>
<td>Process sales which commit both customer and Enterprise to considerable financial commitment</td>
<td>40</td>
</tr>
<tr>
<td>PSPROC301A</td>
<td>Procure goods and services</td>
<td>60</td>
</tr>
</tbody>
</table>

Upon successful completion of Certificate III in Wholesale Operations (WRW30101), students are eligible to apply for entry into Certificate IV.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Wholesale Management (WRW40101)

This certificate prepares learners for a leadership role in the Wholesale industry.

To successfully complete this qualification, students need to complete the 15 Core units and 11 Elective units.

NB: Students who have completed the Certificate III in Wholesale Operations (WRW30101) are eligible to receive credit for 9 of these 15 core units.(*)

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRPL201A</td>
<td>Access product and service performance data</td>
<td>30</td>
</tr>
<tr>
<td>WRRMK405A</td>
<td>Scree a business opportunity</td>
<td>36</td>
</tr>
<tr>
<td>WRRSL201A</td>
<td>Sell products and services to business customers</td>
<td>20</td>
</tr>
<tr>
<td>WRRSL202A</td>
<td>Use computers as part of business and e-commerce processes</td>
<td>36</td>
</tr>
<tr>
<td>WRRSL203A</td>
<td>Use computers as part of business and e-commerce processes</td>
<td>36</td>
</tr>
<tr>
<td>WRRWS201A</td>
<td>Confirm wholesale business practices</td>
<td>21</td>
</tr>
<tr>
<td>WRRWS302A</td>
<td>Maintain business to business relationships</td>
<td>36</td>
</tr>
<tr>
<td>WRRWOP201A</td>
<td>Comply with legislative requirements impacting Business activities</td>
<td>30</td>
</tr>
</tbody>
</table>
To successfully complete this qualification, students need to complete 17 Core units and 16 Elective units.

NB: Students who have completed Certificate III are eligible to receive credit for five elective units but the remaining 6 units must be chosen from this level.

Elective Units

Students must select 11 Elective units. At least six units must be chosen from the electives at this level, however three units may be chosen from any other Training package at Certificate IV level.

NB: Students who have completed Certificate III are eligible to receive credit for 15 of these units and two units can be chosen from any other Training package at Certificate IV level.

Elective Units

Students must select 16 Elective units. At least 8 units must be chosen from the electives at this level, however four units may be chosen from the Certificate IV level and 2 units may be chosen from any other Training package at a Diploma level.

NB: Students who have completed Certificate IV are eligible to receive credit for 8 elective units but the remaining 8 units must be chosen from this level.

Diploma of Wholesale Management (WRWS010)

The Diploma is aimed at Managers and leaders within the Wholesale industry.

To successfully complete this qualification, students need to complete 17 Core units and 16 Elective units.

NB: Students who have completed the Certificate IV in Wholesale Operations (WRWS010) are eligible to receive credit for 15 of these 17 core units.
Diploma of Retail Management(WRR50197)
incorporating-
Certificate IV in Retail Management(WRR40197)
Certificate III in Retail Operations(WRR30197)
Certificate II in Retail Operations(WRR20197)
Certificate I in Retail Operations(WRR10197)

Career Opportunities
Retail Industry.

Course Objectives
These courses aim to provide participants with the knowledge and skills to work in the retail sector.
Participants completing the Diploma and Certificate IV in Retail Management(WRR40197) should be able to function in a broad range of varied activities and in a wider variety of contexts, most of which are complex and non-routine. These courses aim to develop the skills to provide leadership and guidance when managing others, as well as being able to: contribute to technical solutions of a non-routine or contingency nature; evaluate and analyse current practices; develop new criteria and procedures for performing current practices; and the provision of guidance to others in the application and planning of skills.
At the completion of the Certificate III in Retail Operations(WRR30197) participants will have the skills to develop extensive product knowledge and manage responsibility for coordinating/supervising the work of others.
Participants completing the Certificate II in Retail Operations(WRR20197) will be prepared to apply for entry level employment or, gain a basic understanding of how to operate within, the Retail sector. Certificate II in Retail Operations(WRR20197) is considered by the industry to be the standard entry level qualification required by employees to function effectively in the Retail industry.
The Certificate I in Retail Operations(WRR10197) provides participants with a basic understanding of how to operate within the retail sector.

Entry Requirements
To qualify for admission to the Certificate I and II in Retail Operations, applicants generally must have basic English language, literacy and numeracy skills and be assessed by the School as being capable of completing the course. The Certificate II in Retail Operations(WRR20197) is also available to existing employees or as a traineeship, the Certificate II in Retail Operations(WRR20197) is the first step in a career in Retailing and leads directly to Certificates III and IV in Retail Operations. Entry requirements may include: 
- Experience within the Retail Industry in a supervisory/coordinating role and the means for measuring (assessing) their performance is also desirable for participants undertaking in the Certificate III, IV and Diploma courses.

Course Duration
In line with the Federal Government's New Apprenticeship system principles, these courses have been designed for flexible delivery modes such as fully-on-the-job, combined on and off-the-job, distance learning, and for Assessment of learners against workplace competency standards.
The Certificate I in Retail Operations(WRR10197) may be offered on a full-time basis for 8 weeks, this involves 4 weeks of off-the-job training and four weeks of work placement in a Retail enterprise. On-the-job training involves students undertaking 150 hours of scheduled work duties under the instruction and supervision of a trainer/supervisor. Off-the-job training takes place when a participant is not undertaking normal scheduled work duties. The off-the-job training component of this course (nominal hours of 162 hours) may be undertaken at the workplace or at the University.

Course Structure
Stage 1: Certificate I in Retail Operations(WRR10197)
Participants must complete eight Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRRCS.1A</td>
<td>18</td>
</tr>
<tr>
<td>WRRER.1A</td>
<td>21</td>
</tr>
<tr>
<td>WRRM.2A</td>
<td>18</td>
</tr>
<tr>
<td>WRRS.1A</td>
<td>18</td>
</tr>
<tr>
<td>WRRS.2A</td>
<td>17</td>
</tr>
<tr>
<td>WRRCA.1A</td>
<td>21</td>
</tr>
<tr>
<td>WRRCS.1A</td>
<td>63</td>
</tr>
<tr>
<td>WRRCS.2A</td>
<td>21</td>
</tr>
<tr>
<td>WRRCS.3A</td>
<td>36</td>
</tr>
<tr>
<td>WRRLPA.1A</td>
<td>36</td>
</tr>
<tr>
<td>WRRLP.1A</td>
<td>18</td>
</tr>
<tr>
<td>WRRCA.1A</td>
<td>18</td>
</tr>
</tbody>
</table>

Elective Stream Modules
Participants must complete one of the following streams:
- General Selling Stream
- General Fresh Food Stream
- Clerical Administrative Stream

To qualify for admission into the Certificate II in Retail Management(WRR40197) participants must have successfully completed the Certificate IV in Retail Management(WRR40197).

Upon successful completion of the Certificate I in Retail Operations(WRR10197) or equivalent participants are eligible to apply for entry into Stage 2.
Stage 3: Certificate III in Retail Operations (WRR30197)
Participants must demonstrate competency at AQF Level 2 prior to commencing Stage 3.

Core Modules
Co-ordinate Work Teams 36
Maintain Employee Relations 36
Co-ordinate Housekeeping 9
Maintain Store Safety 36
Maintain Store Security 18

Elective Streams
Participants must complete one of the following elective streams:

Training Streams
Co-ordinate Interaction with Customers 36
Co-ordinate Merchandise Presentation 36
Co-ordinate Sales Performance 36

General Selling Stream
Participants must complete one of the following modules:
Co-ordinate Interaction with Customers 36
Co-ordinate Merchandise Presentation 36
Co-ordinate Sales Performance 36

Stage 3: Certificate IV in Retail Management (WRR40197)
Participants must complete two Core Modules

Core Modules
Manage Merchandise & Store Presentation 36
Provide a Safe Working Environment 36
Administer Human Resources Policy 36
Recruit & Select Personnel 36
Lead & Manage People 30
Manage Financial Resources 36

Plus a minimum of two Elective Modules

Elective Modules
Co-ordinate Retail Office 36
Prepare Payroll 36
Manage Merchandise & Store Presentation 36
Manage Sales & Service Delivery 36
Control Store Security/Loss 36
Control Inventory 36
Manage Store Facilities 27
Buy Merchandise 50

Stage 3: Diploma in Retail Management (WRR50197)
Participants must successfully complete Stage 4 Certificate IV in Retail Management (WRR40197) prior to proceeding with Stage 5.

Core Modules
Participants must complete 3 Core Modules

Certification II in Retail Cosmetic Assistant (WRB20399)

Career Opportunities
Retail Cosmetic Assistant

Course Objectives
This course aims to provide students with the skills required to merchandise and sell beauty products in a retail environment; with the knowledge, practical skills and techniques to advise clients on skin care products, with client communication skills; knowledge of laws, regulations, Acts, professional associations and unions governing the profession; provide a recognized credential and where appropriate, credits in further education and training.

Entry Requirements
To qualify for admission to this course applicants must have basic English language, numeracy and literacy skills and be assessed by the School as being capable of successfully completing the course. Applicants may be required to attend a selection interview.

Course Duration
This course is offered on a full time basis over 12 weeks.

Course Structure
Students must complete all of the 8 core units and all the units from the Retail Cosmetic Assistant Stream.
### Core Modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB01A</td>
<td>Communicate with Clients</td>
<td>36</td>
</tr>
<tr>
<td>WRB02A</td>
<td>Work Effectively in a Salon/Store Environment</td>
<td>18</td>
</tr>
<tr>
<td>WRB03A</td>
<td>Apply Safe Working Practices</td>
<td>18</td>
</tr>
<tr>
<td>WRB04A</td>
<td>Perform Salon/Store Cleaning duties</td>
<td>18</td>
</tr>
<tr>
<td>WRB05A</td>
<td>Merchandise Beauty Products</td>
<td>36</td>
</tr>
<tr>
<td>WRB06A</td>
<td>Sell Beauty Products</td>
<td>18</td>
</tr>
<tr>
<td>WRB07A</td>
<td>Conduct Financial Transactions</td>
<td>36</td>
</tr>
<tr>
<td>WRB08A</td>
<td>Provide Service to Clients</td>
<td>36</td>
</tr>
</tbody>
</table>

### Retail Cosmetics Stream

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRB09A</td>
<td>Perform Stock Control Procedures</td>
<td>36</td>
</tr>
<tr>
<td>WRB10A</td>
<td>Minimise Theft</td>
<td>21</td>
</tr>
<tr>
<td>WRB11A</td>
<td>Operate Retail Equipment</td>
<td>21</td>
</tr>
<tr>
<td>WRB12A</td>
<td>Demonstrate Retail Skin Care Products</td>
<td>30</td>
</tr>
<tr>
<td>WRB21A</td>
<td>Design and apply Make Up</td>
<td>40</td>
</tr>
</tbody>
</table>

Some module descriptors are listed under the Module/Unit Details section of this Handbook.

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### Department of Hospitality and Tourism

The Department of Hospitality and Tourism – TAFE conducts a wide range of courses that provide vocational education for a variety of hospitality and tourism occupations ranging from pre-employment through to para-professional level.

Details of the TAFE Certificates II to IV and Diploma courses offered by the Department are set out below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THH11002</td>
<td>Certificate I in Hospitality (Operations) (THH11002)</td>
</tr>
<tr>
<td>THH11102</td>
<td>Certificate I in Hospitality (Kitchen Operations) (THH11102)</td>
</tr>
<tr>
<td>THH21802</td>
<td>Certificate II in Hospitality (Operations) (THH21802)</td>
</tr>
<tr>
<td>THH22002</td>
<td>Certificate II in Hospitality (Kitchen Operations) (THH22002)</td>
</tr>
<tr>
<td>THH31502</td>
<td>Certificate III in Hospitality (Commercial Cookery) (THH31502)</td>
</tr>
<tr>
<td>THH32902</td>
<td>Certificate III in Hospitality (Catering Operations) (THH32902)</td>
</tr>
<tr>
<td>THH33002</td>
<td>Certificate III in Hospitality (Operations) (THH33002)</td>
</tr>
<tr>
<td>THH32797</td>
<td>Certificate III in Hospitality (Food and Beverage) (THH32797)</td>
</tr>
<tr>
<td>THH42602</td>
<td>Certificate IV in Hospitality (Supervision) (THH42602)</td>
</tr>
<tr>
<td>THH51202</td>
<td>Diploma of Hospitality Management (THH51202)</td>
</tr>
<tr>
<td>THH60202</td>
<td>Advanced Diploma of Hospitality Management (THH60202)</td>
</tr>
<tr>
<td>THT20502</td>
<td>Certificate II in Tourism (Operations) (THT20502)</td>
</tr>
<tr>
<td>THT30202</td>
<td>Certificate III in Tourism (Retail Travel Sales) (THT30202)</td>
</tr>
<tr>
<td>THT30502</td>
<td>Certificate III in Tourism (Wholesale) (THT30502)</td>
</tr>
<tr>
<td>THT30602</td>
<td>Certificate III in Tourism (Visitor Information Services) (THT30602)</td>
</tr>
<tr>
<td>THT30902</td>
<td>Certificate III in Tourism (Guiding) (THT30902)</td>
</tr>
<tr>
<td>THT31002</td>
<td>Certificate III in Tourism (Operations) (THT31002)</td>
</tr>
<tr>
<td>THT40102</td>
<td>Certificate IV in Tourism (Sales and Marketing) (THT40102)</td>
</tr>
<tr>
<td>THT40202</td>
<td>Certificate IV in Tourism (Operations) (THT40202)</td>
</tr>
<tr>
<td>THT40302</td>
<td>Certificate IV in Tourism (Guiding) (THT40302)</td>
</tr>
<tr>
<td>THT40402</td>
<td>Certificate IV in Tourism (Natural and Cultural Heritage) (THT40402)</td>
</tr>
<tr>
<td>THT50102</td>
<td>Diploma of Tourism (Marketing and Product Development) (THT50102)</td>
</tr>
<tr>
<td>THT50302</td>
<td>Diploma of Tourism (Operations Management) (THT50302)</td>
</tr>
<tr>
<td>THT60102</td>
<td>Advanced Diploma of Tourism Management (THT60102)</td>
</tr>
</tbody>
</table>

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

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### Certificate I in Hospitality (Operations) (THH 11002)

#### Career Opportunities

Hospitality Industry.

#### Course Objectives

The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks under direct supervision.

#### Entry Requirements

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.
Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units

Two units selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

• Food and Beverage
• Housekeeping

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate I in Hospitality (Kitchen Operations)(THH11102)

Career Opportunities
Kitchen hand, catering assistant, kitchen attendant.

Course Objectives
The course aims to provide training and knowledge for entry-level employees in the hospitality industry who perform routine tasks in the kitchen under direct supervision.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units

Six units are required, of which a minimum of four units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:

• Food and Beverage
• Housekeeping
• Gaming
• Front Office
• Commercial Catering
• Commercial Cookery
• Patisserie
• Asian Cookery

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.
Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBFA09B Provide responsible service of alcohol must be selected.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Hospitality (Kitchen Operations) (THH22002)

Career Opportunities
Hospitality management and supervision.

Course Objectives
The course aims to provide training and knowledge for employees who undertake a range of kitchen functions and activities, which require the application of a limited range of practical skills in a defined context.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Course Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THHCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHHBA01B</td>
<td>Organise and prepare food</td>
<td>20</td>
</tr>
<tr>
<td>THHHBA02B</td>
<td>Present food</td>
<td>6</td>
</tr>
<tr>
<td>THHHBA03B</td>
<td>Receive and store kitchen supplies</td>
<td>10</td>
</tr>
<tr>
<td>THHHBA04B</td>
<td>Clean and maintain kitchen premises</td>
<td>10</td>
</tr>
<tr>
<td>THHHBC01B</td>
<td>Use basic methods of cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHCCCH01A</td>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>50</td>
</tr>
</tbody>
</table>

Elective Units
Five units are required of which a minimum of three units must be selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Commercial Cookery (THHBC02 – 10B)
- Commercial Catering (THHBCAT02 – 06B)

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Commercial Cookery) (THH31502)

Career Opportunities
Assistant cook.

Course Objectives
The course aims to provide training and knowledge required for employment as a qualified cook.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Course Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THHCO01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCO02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHCO001B</td>
<td>Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THGHSH01B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHHBA01B</td>
<td>Organise and prepare food</td>
<td>20</td>
</tr>
<tr>
<td>THHHBA02B</td>
<td>Present food</td>
<td>6</td>
</tr>
<tr>
<td>THHHBA03B</td>
<td>Receive and store kitchen supplies</td>
<td>10</td>
</tr>
<tr>
<td>THHHBA04B</td>
<td>Clean and maintain kitchen premises</td>
<td>10</td>
</tr>
<tr>
<td>THHHBC01B</td>
<td>Use basic methods of cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHCCH01A</td>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>50</td>
</tr>
<tr>
<td>THHBC02B</td>
<td>Prepare appetisers and salads</td>
<td>25</td>
</tr>
<tr>
<td>THHBC03B</td>
<td>Prepare stocks, sauces and soups</td>
<td>35</td>
</tr>
<tr>
<td>THHBC04B</td>
<td>Prepare vegetables, eggs and farinaceous dishes</td>
<td>45</td>
</tr>
<tr>
<td>THHBC05B</td>
<td>Prepare and cook poultry and game</td>
<td>25</td>
</tr>
<tr>
<td>THHBC06B</td>
<td>Prepare and cook seafood</td>
<td>30</td>
</tr>
<tr>
<td>THHBC07B</td>
<td>Select, prepare and cook meat</td>
<td>50</td>
</tr>
<tr>
<td>THHBC08B</td>
<td>Prepare hot and cold desserts</td>
<td>50</td>
</tr>
<tr>
<td>THHBC09B</td>
<td>Prepare pastry, cakes and yeast goods</td>
<td>40</td>
</tr>
<tr>
<td>THHBC10B</td>
<td>Plan and prepare for buffets</td>
<td>25</td>
</tr>
<tr>
<td>THHBC11B</td>
<td>Implement food safety procedures</td>
<td>25</td>
</tr>
<tr>
<td>THHCAT01B</td>
<td>Prepare foods according to dietary and cultural needs</td>
<td>70</td>
</tr>
<tr>
<td>THHBC13B</td>
<td>Plan and control menu-based catering</td>
<td>30</td>
</tr>
<tr>
<td>THHGG01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHG02B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHG03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGT01B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
<tr>
<td>THHCCCH02A</td>
<td>Prepare, cook and serve food for menus (holistic unit)</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units
Three units are required of which a minimum of two units must be selected from one or more of the cookery related areas within the following functional areas in the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Commercial Cookery
- Commercial Catering
- Asian Cookery
with the remaining unit, if required, to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Catering Operations)(THH 32902)

Career Opportunities
Cook or kitchen attendant in a catering operation eg. hospital or restaurant.

Course Objectives
The course aims to provide training and knowledge for employees in the hospitality industry who perform a range of skilled catering operations with the need to apply discretion and judgement. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO101B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCO102B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCO103B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO101B</td>
<td>Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHHG101B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHFA101B</td>
<td>Organise and prepare food</td>
<td>20</td>
</tr>
<tr>
<td>THHFA102B</td>
<td>Present food</td>
<td>6</td>
</tr>
<tr>
<td>THHFA103B</td>
<td>Receive and store kitchen supplies</td>
<td>10</td>
</tr>
<tr>
<td>THHFA104B</td>
<td>Clean and maintain kitchen premises</td>
<td>10</td>
</tr>
<tr>
<td>THHFC101B</td>
<td>Use basic methods of cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHFC10A</td>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>50</td>
</tr>
<tr>
<td>THHFC11B</td>
<td>Implement food safety procedures</td>
<td>25</td>
</tr>
<tr>
<td>THHFC12B</td>
<td>Package prepared foodstuffs</td>
<td>6</td>
</tr>
<tr>
<td>THHFC13B</td>
<td>Transport and store food in a safe and hygienic manner</td>
<td>12</td>
</tr>
<tr>
<td>THHFC14B</td>
<td>Apply catering control principles</td>
<td>10</td>
</tr>
<tr>
<td>THHFC15B</td>
<td>Plan and control menu-based catering</td>
<td>30</td>
</tr>
<tr>
<td>THHGG101B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGG102B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGG103B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGG104B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units
Seven units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBF109B Provide responsible service of alcohol must be selected. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Operations)(THH 33002)

Career Opportunities
Food and beverage attendant in a gaming restaurant or hotel venue.

Course Objectives
The course aims to provide training and knowledge required hospitality employees who perform a range of skilled operations with the need to apply discretion and judgement. The course allows for the multi skilling requirements of many hospitality businesses.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO101B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCO102B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCO103B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO101B</td>
<td>Develop and update hospitality industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHHG101B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHFA101B</td>
<td>Organise and prepare food</td>
<td>20</td>
</tr>
<tr>
<td>THHFA102B</td>
<td>Present food</td>
<td>6</td>
</tr>
<tr>
<td>THHFA103B</td>
<td>Receive and store kitchen supplies</td>
<td>10</td>
</tr>
<tr>
<td>THHFA104B</td>
<td>Clean and maintain kitchen premises</td>
<td>10</td>
</tr>
<tr>
<td>THHFC101B</td>
<td>Use basic methods of cookery</td>
<td>45</td>
</tr>
<tr>
<td>THHFC10A</td>
<td>Prepare, cook and serve food (holistic unit)</td>
<td>50</td>
</tr>
<tr>
<td>THHFC11B</td>
<td>Implement food safety procedures</td>
<td>25</td>
</tr>
<tr>
<td>THHFC12B</td>
<td>Package prepared foodstuffs</td>
<td>6</td>
</tr>
<tr>
<td>THHFC13B</td>
<td>Transport and store food in a safe and hygienic manner</td>
<td>12</td>
</tr>
<tr>
<td>THHFC14B</td>
<td>Apply catering control principles</td>
<td>10</td>
</tr>
<tr>
<td>THHFC15B</td>
<td>Plan and control menu-based catering</td>
<td>30</td>
</tr>
<tr>
<td>THHGG101B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGG102B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGG103B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGR101B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units
Ten units are required of which a minimum of five units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Commercial Catering
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism
- Commercial Cookery

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.
Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBF809B Provide responsible service of alcohol must be selected.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Hospitality (Food and Beverage)(THH32797)

Career Opportunities
Food and beverage.

Course Objectives
The course aims to provide training to those employed, or seeking employment in the food and beverage industry. Training is focused on a range of multiskilled operations where the application of discretion and judgement is required.

Entry Requirements
To qualify for admission to the course, applicants must be able to demonstrate, to the satisfaction of the Head of Department, that they can:
• Read, comprehend, discuss and write complex information in English;
• Use and analyse complex data.

Students enrolled as trainees must be employed under the Apprenticeship Training Scheme.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis over a maximum of 550 nominal hours or part-time equivalent.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO01A</td>
<td>15</td>
</tr>
<tr>
<td>THHCO02A</td>
<td>10</td>
</tr>
<tr>
<td>THHCO03A</td>
<td>5</td>
</tr>
<tr>
<td>THHGHS01A</td>
<td>15</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01A</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS02A</td>
<td>45</td>
</tr>
<tr>
<td>THHGCS03A</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01A</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units
A minimum of 10 units (390 nominal hours) from the following areas, with at least 5 to be selected from the Hospitality Functional area of Food & Beverage.

Hospitality Functional Areas:
• Food & Beverage
• Housekeeping
• Gaming
• Front Office
• Commercial Catering
• Commercial Cookery
• Patisserie
• Asian Cookery
• Security
• General Areas -
• Customer Service, Sales and Marketing,
• Hygiene, Health, Safety and Security,
• General Administration,
• Financial Administration,
• Computer Technology;

Tourism Areas:
• Core
• Sales/Office Operations
• Meetings
• Attractions & Theme Parks
• Guiding

Electives are selected by the student, with the approval of the Head of Department having regard to the units specified on pages 62 to 64 of the THH97 Hospitality Training Package, Australian National Training Authority, 1997.

Where tourism units are selected, they must be selected with the approval of the Head of Department, having regard to the relevant list of units from the Tourism Training Package THT98, Australian National Training Authority, 1998 specified on page 35 of the Hospitality and Training Package, Australian National Training Authority, 1997.

Any units selected must be relevant to the occupational outcome sought by the student and at an appropriate Australian Qualification Framework level.

Where the competencies involve the serving of alcohol THHBF809A Provide Responsible Services of Alcohol must be completed.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Hospitality (Supervision)(THH42602)

Career Opportunities
Supervisor in restaurant or food and beverage operation.

Course Objectives
The course aims to provide training and knowledge for team leaders or supervisors across all functional areas and sectors of the hospitality industry.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCO01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCO03B</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>25</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>15</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS02B</td>
<td>45</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>20</td>
</tr>
<tr>
<td>THHGAC01B</td>
<td>25</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>30</td>
</tr>
</tbody>
</table>
THHGLE02B Implement workplace health, safety and security Procedures 30
THHGLE08B Lead and manage people 60
THHGFA06A Interpret financial information 60

**Effective Units**

Thirteen units are required of which a minimum of seven units must be selected from one or more of the following functional areas of the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002:

- Food and Beverage
- Gaming
- Front Office
- Housekeeping
- Commercial Catering
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism
- Commercial Cookery

with the remaining units to be selected from the Hospitality and Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Where the competencies involve the service of alcohol, the unit THHBF809B Provide responsible service of alcohol must be selected.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

**Diploma of Hospitality Management (THH 51202)**

**Career Opportunities**

Mid level management in hospitality.

**Course Objectives**

The course aims to provide training and knowledge for managers employed in any hospitality functional area.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

**Course Duration**

The course may be offered on a full-time basis or part-time equivalent.

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHICOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHICOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHICOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>Develop and update hospitality industry Knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHHS01B</td>
<td>Follow workplace hygiene procedures</td>
<td>15</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS02B</td>
<td>Promote products and services to customers</td>
<td>45</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGTR01B</td>
<td>Coach others in job skills</td>
<td>20</td>
</tr>
</tbody>
</table>

THHGGA06B Receive and store stock 10
THHGGA07B Control and order stock 25
THHGLE01B Monitor work operations 30
THHGLE02B Implement workplace health, safety and security Procedures 30
THHGLE08B Lead and manage people 60
THHGFA06A Interpret financial information 60
THHGLE03B Develop and implement operational plans 50
THHGLE04B Establish and maintain a safe and secure Workplace 30
THHGLE05B Roster staff 30
THHGLE11B Manage quality customer service 30
THHGLE13B Manage finances within a budget 30
THHGLE14B Prepare and monitor budgets 30
THHGLE20B Develop and maintain the legal knowledge required for business compliance 80
THHGCS08B Establish and conduct business relationships 60
THHGLE99B Manage workplace diversity 60

**Advanced Diploma of Hospitality Management (THH 60202)**

**Career Opportunities**

Hospitality management.

**Course Objectives**

The course aims to provide training and knowledge for senior managers in any hospitality functional area.

**Entry Requirements**

To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.
Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
<td>Work with colleagues and customers</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
<td>Work in a socially diverse environment</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>5</td>
<td>Develop and update hospitality industry knowledge</td>
</tr>
<tr>
<td>THHGHS01B</td>
<td>15</td>
<td>Follow workplace hygiene procedures</td>
</tr>
<tr>
<td>THHGGS02B</td>
<td>45</td>
<td>Promote products and services to customers</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>20</td>
<td>Deal with conflict situations</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>10</td>
<td>Communicate on the telephone</td>
</tr>
<tr>
<td>THHGCS02B</td>
<td>45</td>
<td>Promote products and services to customers</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>20</td>
<td>Deal with conflict situations</td>
</tr>
<tr>
<td>THHGTA01B</td>
<td>20</td>
<td>Coach others in job skills</td>
</tr>
<tr>
<td>THHGGA06B</td>
<td>15</td>
<td>Receive and store stock</td>
</tr>
<tr>
<td>THHGGA07B</td>
<td>25</td>
<td>Control and order stock</td>
</tr>
<tr>
<td>THHGLE01B</td>
<td>30</td>
<td>Implement workplace health, safety and security Procedures</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>60</td>
<td>Interpret financial information</td>
</tr>
<tr>
<td>THHGCS01B</td>
<td>10</td>
<td>Develop and update local knowledge</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>25</td>
<td>Develop and update tourism industry knowledge</td>
</tr>
<tr>
<td>THHGCS08B</td>
<td>60</td>
<td>Establish and conduct business relationships</td>
</tr>
<tr>
<td>THHGLE05B</td>
<td>30</td>
<td>Roster staff</td>
</tr>
<tr>
<td>THHGLE11B</td>
<td>30</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>THHGLE13B</td>
<td>30</td>
<td>Manage finances within a budget</td>
</tr>
<tr>
<td>THHGLE14B</td>
<td>30</td>
<td>Prepare and monitor budgets</td>
</tr>
<tr>
<td>THHGLE20B</td>
<td>80</td>
<td>Develop and maintain the legal knowledge required for business compliance</td>
</tr>
<tr>
<td>THHGCS08B</td>
<td>60</td>
<td>Establish and conduct business relationships</td>
</tr>
<tr>
<td>THHGLE15B</td>
<td>60</td>
<td>Manage workplace diversity</td>
</tr>
<tr>
<td>THHGLE15B</td>
<td>75</td>
<td>Manage financial operations</td>
</tr>
<tr>
<td>THHGLE16B</td>
<td>40</td>
<td>Manage physical assets</td>
</tr>
<tr>
<td>THHGLE19B</td>
<td>40</td>
<td>Develop and implement a business plan</td>
</tr>
<tr>
<td>THHGLE12B</td>
<td>80</td>
<td>Develop and manage marketing strategies</td>
</tr>
<tr>
<td>THHGLE06B</td>
<td>50</td>
<td>Monitor staff performance</td>
</tr>
<tr>
<td>THHGLE07B</td>
<td>60</td>
<td>Recruit and select staff</td>
</tr>
</tbody>
</table>

Elective Units

Twenty units are required of which a minimum of ten units must be selected from one or more of the following functional areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Food and Beverage
- Front Office
- General Administration
- Computer Technology
- Financial Administration
- Hygiene, Health, Safety and Security
- Housekeeping
- Gaming
- Commercial Catering
- Commercial Cookery
- Patisserie
- Asian Cookery
- Sales/Office Operations
- Wine Tourism

with the remaining units to be selected from the Hospitality and Tourism Training Package (THT02), Australian National Training Authority, 2002 or any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate II in Tourism (Operations) (THT20502)

Career Opportunities
Junior position in one of the six industry sectors eg Tour Guide, Theme Park Attendant.

Course Objective
The course aims to provide training and knowledge for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Certificate II in Tourism (Operations) (THT20502)

Career Opportunities
Junior position in one of the six industry sectors eg Tour Guide, Theme Park Attendant.

Course Objective
The course aims to provide training and knowledge for entry-level tourism industry employees who perform a range of mainly routine tasks under direct supervision.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure

The structure of the course is as follows:

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
<td>Work with colleagues and customers</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
<td>Work in a socially diverse environment</td>
</tr>
<tr>
<td>THHHCO01B</td>
<td>5</td>
<td>Develop and update hospitality industry knowledge</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>10</td>
<td>Communicate on the telephone</td>
</tr>
<tr>
<td>THHGGA06B</td>
<td>25</td>
<td>Receive and store stock</td>
</tr>
<tr>
<td>THHGGA07B</td>
<td>30</td>
<td>Monitor work operations</td>
</tr>
<tr>
<td>THHGCS01B</td>
<td>15</td>
<td>Follow workplace hygiene procedures</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>25</td>
<td>Develop and update tourism industry knowledge</td>
</tr>
<tr>
<td>THHGCS08B</td>
<td>60</td>
<td>Establish and conduct business relationships</td>
</tr>
<tr>
<td>THHGLE05B</td>
<td>30</td>
<td>Roster staff</td>
</tr>
<tr>
<td>THHGLE11B</td>
<td>30</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>THHGLE13B</td>
<td>30</td>
<td>Manage finances within a budget</td>
</tr>
<tr>
<td>THHGLE14B</td>
<td>30</td>
<td>Prepare and monitor budgets</td>
</tr>
<tr>
<td>THHGLE20B</td>
<td>80</td>
<td>Develop and maintain the legal knowledge required for business compliance</td>
</tr>
<tr>
<td>THHGCS08B</td>
<td>60</td>
<td>Establish and conduct business relationships</td>
</tr>
<tr>
<td>THHGLE15B</td>
<td>60</td>
<td>Manage workplace diversity</td>
</tr>
<tr>
<td>THHGLE15B</td>
<td>75</td>
<td>Manage financial operations</td>
</tr>
<tr>
<td>THHGLE16B</td>
<td>40</td>
<td>Manage physical assets</td>
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<td>THHGLE06B</td>
<td>50</td>
<td>Monitor staff performance</td>
</tr>
<tr>
<td>THHGLE07B</td>
<td>60</td>
<td>Recruit and select staff</td>
</tr>
</tbody>
</table>

Elective Units

Six units are required of which a minimum of two units must be selected from the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Sales/Office Operations
- Guiding
- Tour Operations
- Attractions and Theme Parks
- Wine Tourism
- Meetings and Events

with the remaining units selected from any training package endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Tourism
(Retail Travel Sales)(THT30202)

Career Opportunities
Information officer, booking agent.

Course Objective
The course aims to provide training and knowledge for retail travel consultants working in a domestic context.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows -

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN205A</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN213A</td>
<td>Produce simple wordprocessed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>Deal with conflict situations</td>
<td>10</td>
</tr>
<tr>
<td>THHGFA01B</td>
<td>Process financial transactions</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THTSOP02B</td>
<td>Source and provide destination information and advice</td>
<td>85</td>
</tr>
<tr>
<td>THTSOP03B</td>
<td>Access and interpret product information</td>
<td>65</td>
</tr>
<tr>
<td>THTSOP04B</td>
<td>Sell tourism products and services</td>
<td>35</td>
</tr>
<tr>
<td>THTSOP05B</td>
<td>Prepare quotations</td>
<td>30</td>
</tr>
<tr>
<td>THTSOP07B</td>
<td>Book and co-ordinate supplier services</td>
<td>20</td>
</tr>
<tr>
<td>THTSOP08B</td>
<td>Operate a computerised reservations system</td>
<td>120</td>
</tr>
<tr>
<td>THTSOP09B</td>
<td>Process non air documentation</td>
<td>25</td>
</tr>
<tr>
<td>THTSOP18A</td>
<td>Process air documentation</td>
<td>40</td>
</tr>
<tr>
<td>THTSOP19A</td>
<td>Construct airfares</td>
<td>35</td>
</tr>
<tr>
<td>THTTCC01B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units
Two units selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

Certificate III in Tourism
(Tour Wholesaling)(THT30502)

Career Opportunities
Booking agent.

Course Objective
The course aims to provide training and knowledge for staff working in domestic inbound or outbound tour wholesaling.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis 1720 or part-time equivalent.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN205A</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCMN213A</td>
<td>Produce simple wordprocessed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>Deal with conflict situations</td>
<td>10</td>
</tr>
<tr>
<td>THHGFA01B</td>
<td>Process financial transactions</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THTSOP02B</td>
<td>Source and provide destination information and advice</td>
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<tr>
<td>THTSOP03B</td>
<td>Access and interpret product information</td>
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</tr>
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<td>THTSOP04B</td>
<td>Sell tourism products and services</td>
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<td>THTSOP05B</td>
<td>Prepare quotations</td>
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<tr>
<td>THTSOP07B</td>
<td>Book and co-ordinate supplier services</td>
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</tr>
<tr>
<td>THTSOP08B</td>
<td>Operate a computerised reservations system</td>
<td>120</td>
</tr>
<tr>
<td>THTSOP09B</td>
<td>Process non air documentation</td>
<td>25</td>
</tr>
<tr>
<td>THTSOP18A</td>
<td>Process air documentation</td>
<td>40</td>
</tr>
<tr>
<td>THTSOP19A</td>
<td>Construct airfares</td>
<td>35</td>
</tr>
<tr>
<td>THTTCC01B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units
Three units selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Tourism  
(Visitor Information Services)(THT30602)

Career Opportunities
Operations consultant, reservation sales agent.

Course Objective
The course aims to provide training and knowledge for staff working in the information services sector or who fulfil a dual information/sales function in tourism destinations.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows -

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCM205A Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM213A Produce simple wordprocessed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHCOR01B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGCS01B Develop and update local knowledge</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS03B Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>THHGFA01B Process financial transactions</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B Perform office procedures</td>
<td>20</td>
</tr>
</tbody>
</table>

Elective Units

A minimum of four units of which two units must be selected from the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002 or with the remaining units selected from any relevant training package endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate III in Tourism  
(Guiding)(THT30902)

Career Opportunities
Local guide, driver guide, coach captain.

Course Objective
The course aims to provide training and knowledge for tourism guides who operate with significant independence.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows -

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGHS03B Provide first aid</td>
<td>24</td>
</tr>
<tr>
<td>THTFTG01B Work as a guide</td>
<td>90</td>
</tr>
<tr>
<td>THTFTG03B Develop and maintain the general knowledge Required by guides</td>
<td>100</td>
</tr>
<tr>
<td>THTFTG05B Lead tour groups</td>
<td>30</td>
</tr>
<tr>
<td>THTFTG06B Prepare and present tour commentaries or Activities</td>
<td>70</td>
</tr>
</tbody>
</table>

Elective Units

Four units are required, of which a minimum of two units must be selected from one or more of the following areas in the Tourism Training Package (THH02/THT02), Australian National Training Authority, 2002.

• Guiding
• Tour Operations

with the remaining units to be selected from any relevant training package endorsed by the Australian National Training Authority: Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate III in Tourism (Operations) (THT31002)

Career Opportunities
Tour consultant, operations co-ordinator, tour co-ordinator.

Course Objective
The course aims to provide training and knowledge for tourism industry employees who perform a range of skilled tasks using discretion and judgement, and who are required to select, adapt and transfer skills to different situations.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows -

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>5</td>
</tr>
<tr>
<td>THTTC01B</td>
<td>25</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS02B</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS04B</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS05B</td>
<td>30</td>
</tr>
<tr>
<td>THHGCS06B</td>
<td>20</td>
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<td>THHGCS07B</td>
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<tr>
<td>THHGCS08B</td>
<td>60</td>
</tr>
<tr>
<td>THTSMA02B</td>
<td>30</td>
</tr>
<tr>
<td>THHGCS04B</td>
<td>25</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE13B</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units
Nine units are required of which a minimum of four units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Sales/Office Operations
- Guiding
- Tour Operations
- Attractions and Theme Parks
- Wine Tourism
- Meetings and Events

with the remaining units selected from any training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Certificate IV in Tourism (Sales and Marketing) (THT40102)

Career Opportunities
Supervisor role with sales and marketing function.

Course Objective
The course aims to provide training and knowledge for those working in a variety of sales and marketing roles across all sectors of the tourism industry.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows -

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>5</td>
</tr>
<tr>
<td>THTTC01B</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>30</td>
</tr>
<tr>
<td>THHGGA04B</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA05B</td>
<td>30</td>
</tr>
<tr>
<td>THHGGA06A</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE13B</td>
<td>60</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>35</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>30</td>
</tr>
<tr>
<td>THHCOR03B</td>
<td>5</td>
</tr>
<tr>
<td>THTTC01B</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS01B</td>
<td>10</td>
</tr>
<tr>
<td>THHGCS04B</td>
<td>30</td>
</tr>
<tr>
<td>THHGCS06B</td>
<td>20</td>
</tr>
<tr>
<td>THTSMA02B</td>
<td>30</td>
</tr>
<tr>
<td>THHGCS04B</td>
<td>25</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE13B</td>
<td>60</td>
</tr>
</tbody>
</table>

Elective Units
Two units selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Tourism (Operations)(THT40202)

Career Opportunities
Supervisor in tourism operations role.

Course Objective
The course aims to provide training and knowledge those working in a tourism context, who apply a broad range of skills including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Units
- BSBCM205A Use business technology 30
- BSBCM213A Produce simple word processed documents 60
- THHICOR01B Work with colleagues and customers 20
- THHICOR02B Work in a socially diverse environment 20
- THHICOR03B Follow health, safety and security procedures 5
- THTTCO01B Develop and update tourism industry knowledge 25
- THHGGA01B Communicate on the telephone 10
- THHGGA02B Perform office procedures 20
- THHGCS03B Deal with conflict situations 20
- THHGTR01B Coach others in job skills 20
- THHGLE01B Monitor work operations 30
- THHGLE02B Implement workplace health, safety and security procedures 30
- THHGLE08B Lead and manage people 60

Elective Units
Sixteen units are required of which a minimum of five units must be selected from one or more of the following areas of the Tourism and Hospitality Training Package (THT02/THH02), Australian National Training Authority, 2002.
- Sales/Office Operations
- Guiding
- Planning and Product Development
- Sales and Marketing
- Tour Operations
- Meetings and Events
- Attractions and Theme Parks
- Wine Tourism

Certificate IV in Tourism (Guiding)(THT40302)

Career Opportunities
Specialist guide, tour manager.

Course Objective
The course aims to provide training and knowledge for tourism guides who operate with significant autonomy and responsibility.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows:

Core Units
- THHICOR01B Work with colleagues and customers 20
- THHICOR02B Work in a socially diverse environment 20
- THHICOR03B Follow health, safety and security procedures 5
- THTFTG01B Work as a guide 90
- THTFTG03B Develop and maintain the general knowledge required by guides 100
- THTFTG05B Lead tour groups 30
- THTFTG06B Prepare and present tour commentaries or activities 70
- THTTCO01B Develop and update tourism industry knowledge 25
- THTFTG04B Co-ordinate and operate a tour 70

Elective Units
Seven units are required of which a minimum of three units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.
- Guiding
- Tour Operations

with the remaining units selected from any relevant training package endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
Certificate IV in Tourism (Natural and Cultural Heritage)(THT40402)

Career Opportunities

Course Objective
The course aims to provide training and knowledge for those working in specialised guiding or interpretive roles and who operate with significant autonomy and responsibility.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCCOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHCCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THHGHS03B</td>
<td>Provide first aid</td>
<td>24</td>
</tr>
<tr>
<td>THHGLE22A</td>
<td>Manage risk</td>
<td>60</td>
</tr>
<tr>
<td>THTPPD05B</td>
<td>Plan and Develop interpretive activities</td>
<td>60</td>
</tr>
<tr>
<td>THHFTG01B</td>
<td>Work as a guide</td>
<td>90</td>
</tr>
<tr>
<td>THHFTG03B</td>
<td>Develop and maintain the general knowledge required by guides</td>
<td>100</td>
</tr>
<tr>
<td>THTFTG05B</td>
<td>Lead tour groups</td>
<td>30</td>
</tr>
<tr>
<td>THHFTG06B</td>
<td>Prepare and present tour commentaries or activities</td>
<td>70</td>
</tr>
<tr>
<td>THTFTG07B</td>
<td>Research and share general information on Australian indigenous cultures</td>
<td>80</td>
</tr>
<tr>
<td>THTPPD04B</td>
<td>Plan and implement minimal impact operations</td>
<td>70</td>
</tr>
<tr>
<td>THTTCC01B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
</tbody>
</table>

Elective Units
One of the following units –

| THHFTG12A | Prepare specialised interpretive content (flora, fauna and landscape) | 80 |
| THHFTG13A | Prepare specialised interpretive content (marine environments) | 80 |
| THHFTG14A | Prepare specialised interpretive content (cultural and heritage environments) | 80 |

Four units to be selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 or any relevant training packaged endorsed by the Australian National Training Authority. Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

Diploma of Tourism (Marketing and Product Development)(THT50102)

Career Opportunities
Product Manager or Sales and Marketing Manager.

Course Objective
The course aims to provide training and knowledge for tourism industry personnel involved in the planning and marketing of tourism products and services.

Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course. Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

Course Duration
The course may be offered on a full-time basis or part-time equivalent.

Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHGCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHGCOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHGCOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THTTCC01B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THHGGA03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM0215AU</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM2133PA</td>
<td>Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHGTR01B</td>
<td>Coach others in the job skills</td>
<td>20</td>
</tr>
<tr>
<td>THHGTE01B</td>
<td>Explain, present and process documentation</td>
<td>30</td>
</tr>
<tr>
<td>THHGTE02B</td>
<td>Implement workplace health, safety and security procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGTE03B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THHGTE04B</td>
<td>Establish and secure a safe and secure workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHGFA04A</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHGTE13B</td>
<td>Manage finances within a budget</td>
<td>30</td>
</tr>
<tr>
<td>THHGTE14B</td>
<td>Prepare and monitor budgets</td>
<td>30</td>
</tr>
<tr>
<td>THHGTE02B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THHGGS08B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THHGGE11B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGGA05B</td>
<td>Manage projects and plans</td>
<td>60</td>
</tr>
<tr>
<td>THTSOP04B</td>
<td>Sell tourism products and services</td>
<td>35</td>
</tr>
<tr>
<td>THHGCS04B</td>
<td>Make presentations</td>
<td>30</td>
</tr>
<tr>
<td>THHGCS06B</td>
<td>Plan and implement sales activities</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS07B</td>
<td>Co-ordinate marketing activities</td>
<td>30</td>
</tr>
<tr>
<td>THTSMA02B</td>
<td>Create a promotional display/stand</td>
<td>30</td>
</tr>
<tr>
<td>THHGGA04B</td>
<td>Prepare business documents</td>
<td>25</td>
</tr>
<tr>
<td>THTPPD02B</td>
<td>Research tourism data</td>
<td>100</td>
</tr>
<tr>
<td>THHGGE12B</td>
<td>Develop and manage marketing strategies</td>
<td>80</td>
</tr>
</tbody>
</table>

Elective Units
Seven units required of which a minimum of four units must be selected from the one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.

- Leadership and Management
- Planning and Product Development
- Sales and Marketing
with the remaining units selected from any training packaged endorsed by the Australian National Training Authority.

Only one language unit may be counted as an elective within this qualification and must be guided by the job outcome sought. Some unit descriptors are listed under the Module/Unit Details section of this Handbook.

### Diploma of Tourism (Operations Management) (THT60302)

#### Career Opportunities
Retail Agency/Branch Manager, Operations Manager, or Visit Information Centre Manager.

#### Course Objective
The course aims to provide training and knowledge for managers in all sectors of the tourism industry.

#### Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

#### Course Duration
The course may be offered on a full-time basis or part-time equivalent.

#### Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHCOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHGOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM205A</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM213A</td>
<td>Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHGT01B</td>
<td>Coach others in the job skills</td>
<td>20</td>
</tr>
<tr>
<td>THHGLE09B</td>
<td>Management and leadership</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE10B</td>
<td>Implement workplace health, safety and security Procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE09B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE03B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THHGLE04B</td>
<td>Establish and maintain a safe and secure workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHGEL13B</td>
<td>Manage finances within a budget</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE14B</td>
<td>Prepare and monitor budgets</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE12B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THHGCS08B</td>
<td>Establish and conduct business relationships</td>
<td>60</td>
</tr>
<tr>
<td>THHGEL11B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGGA09B</td>
<td>Manage projects</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eighteen units are required of which a minimum of eight units must be selected from one or more of the following areas of the Tourism Training Package (THT02), Australian National Training Authority, 2002.</td>
</tr>
<tr>
<td>- Sales/Office Operations</td>
</tr>
<tr>
<td>- Guiding</td>
</tr>
<tr>
<td>- Training and Product Development</td>
</tr>
</tbody>
</table>

#### Advanced Diploma of Tourism Management (THT60102)

#### Career Opportunities
Senior or General Manager, Owner Operator.

#### Course Objective
The course aims to provide training and knowledge for owner/operators, senior or general managers in any sector of the tourism industry.

#### Entry Requirements
To qualify for admission to the course, applicants must demonstrate to the satisfaction of the Head of Department that they are capable of successfully completing the course.

Recognition of prior learning may be available based on skills and knowledge acquired by the applicant through previous study, as in articulation, informal or formal learning or from work and/or life experience.

#### Course Duration
The course may be offered on a full-time basis or part-time equivalent.

#### Course Structure
The structure of the course is as follows:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THHCOR01B</td>
<td>Work with colleagues and customers</td>
<td>20</td>
</tr>
<tr>
<td>THHGOR02B</td>
<td>Work in a socially diverse environment</td>
<td>20</td>
</tr>
<tr>
<td>THHGOR03B</td>
<td>Follow health, safety and security procedures</td>
<td>5</td>
</tr>
<tr>
<td>THTTCO01B</td>
<td>Develop and update tourism industry knowledge</td>
<td>25</td>
</tr>
<tr>
<td>THHGGA01B</td>
<td>Communicate on the telephone</td>
<td>10</td>
</tr>
<tr>
<td>THHGGA02B</td>
<td>Perform office procedures</td>
<td>20</td>
</tr>
<tr>
<td>THHGCS03B</td>
<td>Deal with conflict situations</td>
<td>20</td>
</tr>
<tr>
<td>BSBCM205A</td>
<td>Use business technology</td>
<td>30</td>
</tr>
<tr>
<td>BSBCM213A</td>
<td>Produce simple word processed documents</td>
<td>60</td>
</tr>
<tr>
<td>THHGT01B</td>
<td>Coach others in the job skills</td>
<td>20</td>
</tr>
<tr>
<td>THHGLE09B</td>
<td>Management and leadership</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE03B</td>
<td>Implement workplace health, safety and security Procedures</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE09B</td>
<td>Lead and manage people</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE03B</td>
<td>Develop and implement operational plans</td>
<td>50</td>
</tr>
<tr>
<td>THHGLE04B</td>
<td>Establish and maintain a safe and secure Workplace</td>
<td>30</td>
</tr>
<tr>
<td>THHGFA06A</td>
<td>Interpret financial information</td>
<td>60</td>
</tr>
<tr>
<td>THHGEL13B</td>
<td>Manage finances within a budget</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE14B</td>
<td>Prepare and monitor budgets</td>
<td>30</td>
</tr>
<tr>
<td>THHGLE12B</td>
<td>Develop and update the legal knowledge required for business compliance</td>
<td>80</td>
</tr>
<tr>
<td>THHGCS08B</td>
<td>Establish and conduct business relationships</td>
<td>80</td>
</tr>
<tr>
<td>THHGEL11B</td>
<td>Manage quality customer service</td>
<td>30</td>
</tr>
<tr>
<td>THHGGA09B</td>
<td>Manage projects</td>
<td>60</td>
</tr>
<tr>
<td>THHGLE15B</td>
<td>Manage financial operations</td>
<td>75</td>
</tr>
<tr>
<td>THHGLE16B</td>
<td>Manage physical assets</td>
<td>40</td>
</tr>
<tr>
<td>THHGLE12B</td>
<td>Develop and manage marketing strategies</td>
<td>80</td>
</tr>
</tbody>
</table>


Elective Units

Twenty units comprising a minimum of eight units selected from the Tourism Training Package (THT02), Australian National Training Authority, 2002 with the remaining maximum of twelve units selected from any training packaged endorsed by the Australian National Training Authority.

All units are selected by the student with the approval of the Head of Department. Only one language unit may be counted as an elective within this qualification. Selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

Some unit descriptors are listed under the Module/Unit Details section of this Handbook.
In this section the modules are listed in alpha-numerical order according to their University/PETE code. Codes beginning with a number are listed at the start. Look under the Course Structure heading in the course descriptions (pages 34–232) to find the names and codes of the modules included in a course. Additional unit/module details may be obtained by contacting the relevant department.

023/01 EVALUATE A BUSINESS OPPORTUNITY
Campus: To be advised
Prerequisite(s): To be advised
Content: Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

023/02 COMPLETE A BUSINESS PLAN
Campus: To be advised
Prerequisite(s): To be advised
Content: Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

023/03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Campus: To be advised
Prerequisite(s): To be advised
Content: Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

023/04 ADDRESS CUSTOMER REQUIREMENTS
Campus: To be advised
Prerequisite(s): To be advised
Content: Establish customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing performance; Explore opportunities to improve customer satisfaction.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

023/05 MANAGE BUSINESS OPERATIONS
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

023/07 MANAGE FINANCES
Campus: To be advised
Prerequisite(s): To be advised
Content: Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

023/08 REVIEW BUSINESS
Campus: To be advised
Prerequisite(s): To be advised
Content: Review external environment; Review internal environment; Re-focus the business; Maintain networks.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

206/01 TAKE INSTRUCTIONS IN RELATION TO A TRANSACTION
Campus: St Albans
Prerequisite(s): Nil
Content: Establish the client’s needs; Identify parties, properties and other interests; Determine contingency strategies; Initiate the transaction; Determine terms of engagement; Identify any conflict of interest between conveyancer and client.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

206/05 PREPARE AND EXECUTE DOCUMENTS
Campus: St Albans
Prerequisite(s): Nil
Content: Prepare documentation; Present documentation for execution; Manage collateral/third party involvement; Draft, adapt and construct documents to meet client needs and instructions.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

8395D PERSONAL AND FINANCIAL MANAGEMENT
Campus: To be advised
Prerequisite(s): To be advised
Content: To enable the participant to develop the skills, knowledge and attitude to best manage personal finance—from commencement of employment to retirement and beyond—so as to gain maximum benefit available from income while minimising the associated risks.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
AAA600 SCIENCE INDUSTRY ORIENTATION

Campus To be advised
Prerequisite(s) AAA600 Science Industry Orientation.
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 20 Hours
Assessment As per accredited curriculum

AAA601 WORK PLACEMENT A,B & C

Campus To be advised
Prerequisite(s) AAA600 Science Industry Orientation.
Content Team work, occupational health and safety procedures, equal opportunity practices, care with equipment, record and report results. Required Reading To be advised
Nominal Hours 50 Hours each
Assessment As per accredited curriculum

AAA603 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) AAA600 Science Industry Orientation.
Content Relevant legislation and standards concerning occupational health and safety; hazards associated with specific materials, equipment and procedures; recognition of laboratory hazards; control measures to minimise risks; identify and implement appropriate procedures. Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AAA604 PRACTICAL PROJECT

Campus To be advised
Prerequisite(s) To be advised
Content Prepare a feasible project plan; refine the project parameters as a result of background research and/or evaluation of trial procedures or prototypes; execute the project plan and analyse the outcomes. Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA605 INTRODUCTORY PHYSICS

Campus To be advised
Prerequisite(s) To be advised
Content Terminology and concepts to explain commonly experienced physical phenomena, controlled experiments, safely perform investigations and record, analyse and report data, methods to solve problems involving physical quantities. Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA620 PRINCIPLES OF INSTRUMENTATION

Campus To be advised
Prerequisite(s) Nil
Content Terminology and key concepts; use of given equipment/instruments; safely perform investigations. Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA630 COMPUTER FUNDAMENTALS

Campus To be advised
Prerequisite(s) AAA630 Computer Fundamentals
Content Computing terminology; create, save, print, spell-check, format; solution of operational problems, print a report. Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA631 SCIENTIFIC SPREADSHEET APPLICATIONS

Campus To be advised
Prerequisite(s) AAA630 Computer Fundamentals
Content Design and construct a spreadsheet; edit and manipulate data; format and print a spreadsheet; test the accuracy of spreadsheet; use graphics to represent numeric data in a visual format. Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

AAA632 SCIENTIFIC DATABASE APPLICATIONS

Campus To be advised
Prerequisite(s) AAA630 Computer Fundamentals
Content 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

AAA640 INTRODUCTORY MATHEMATICS

Campus To be advised
Prerequisite(s) Nil
Content Fractions, decimals, ratios, proportions, percentages, mensuration problems in two and three dimensions, linear algebraic equations, polynomials, equations of straight lines and representing them graphically on the Cartesian Plane, geometry of triangles and quadrilaterals, definition of sin, cos and tan. Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA641 LABORATORY MATHEMATICS

Campus To be advised
Prerequisite(s) AAA640 Introductory Mathematics.
Content Collect and process numerical data; calculate the equations of regression lines; predictions and interpretation of results; indices; linear and quadratic functions and their graphs; non-linear laws; exponential and logarithmic functions; growth and decay problems; exponential or power laws. Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

AAA642 STATISTICS AND METHODS OF SAMPLING

Campus To be advised
Prerequisite(s) AAA641 Laboratory Mathematics.
Content Characterise the variation and/or distribution in a data set by constructing frequency distributions from raw data for categorical and numerical variables. Employ statistical inference techniques to estimate population parameters. Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
### AAA643 Statistics and Methods of Quality Assurance
- **Campus**: To be advised
- **Prerequisite(s)**: AAA642 Statistics and methods of sampling
- **Content**: Characterise the variation and/or distribution in a data set by constructing frequency distribution from raw data for categorical and numerical variables; Employ statistical inference techniques to estimate population parameters.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA650 Laboratory Animal Husbandry
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Safely handle, restrain and transport laboratory animals for specific husbandry procedures; Maintain the health and records of an animal under care; Provide a suitable diet for the species; Understand the issues surrounding animal ethics and welfare.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA651 Farm Animal Husbandry
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Safely handle, restrain and transport farm animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA652 Companion Animal Husbandry
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Safely handle, restrain and transport companion animals for specific husbandry procedures; Provide a suitable diet for the species; Maintain the health and records of an animal under care.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA653 Animal Facility Operations and Hygiene
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Maintenance of hygiene in animal facilities; Methods of chemical or physical decontamination; Work routines to maintain optimum environmental hygiene standards; Maintain optimum levels of personal hygiene and occupational safety relevant to environmental hygiene.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA654 Animal Ethics and Welfare
- **Campus**: To be advised
- **Prerequisite(s)**: Nil
- **Content**: Examine personal and community issues of animal ethics; Understand the legislation, Australian Codes of Practices and guidelines for specific matters which may arise in the workplace.
- **Required Reading**: To be advised
- **Nominal Hours**: 25 Hours
- **Assessment**: As per accredited curriculum

### AAA655 Practical Animal Breeding
- **Campus**: To be advised
- **Prerequisite(s)**: AAA650 Laboratory Animal Husbandry
- **Content**: List breeding data for commonly kept animals; The methods used to adjust reproductive performance; Awareness of reproductive ailments; Health problems and treatments; Stress minimisation regimes in breeding animals.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA656 Animal Laboratory Techniques
- **Campus**: To be advised
- **Prerequisite(s)**: AAA650 Laboratory animal husbandry, AAA654 Animal ethics and welfare, AAA702 Biological techniques B
- **Content**: Occupational Health and Safety; Ethical, welfare and legal requirements which govern animal laboratory procedures; Collect biological samples and then perform initial analysis; Administer specified substances/treatments.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA657 Animal Health
- **Campus**: To be advised
- **Prerequisite(s)**: AAA653 Animal facility operations and hygiene and at least one animal husbandry module
- **Content**: The use of appropriate terminology to describe health and disease in animals; Recognise signs of disease and take appropriate action; Monitoring and disease control measures; First aid for animals.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### AAA658 Animal Behaviour
- **Campus**: To be advised
- **Prerequisite(s)**: One animal husbandry module, AAA654 Animal ethics and welfare
- **Content**: Identify natural and breed characteristic behaviours; Behaviour of animals involved in specified research; Procedures that may be used to provide optimal captive environments and care for animals; Behaviour, prediction and effects of the actions of an animal carer on the behaviour of animals.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum
<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>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA660</td>
<td>ANIMAL HOUSE MANAGEMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Procedures to forecast, assess, cost and satisfy the demand for animals in a research facility, financial, legislative material, equipment, staff and animal records, maintain ethical work practices, capabilities and services of an animal facility, methods of communication between the animal facility and other organisation sections, problem solving strategies, plan, deliver and audit a training program for animal facility staff, or student, or junior researcher.</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td>AAA661</td>
<td>ANIMAL NUTRITION</td>
<td>To be advised</td>
<td>AAA650/651/652 Laboratory/Farm/Companion Animal Husbandry, AAA710 Anatomy &amp; Physiology II</td>
<td>Diets of selected animals and functions of their digestive systems; Diets for the purposes of maintenance, growth and reproduction; Inappropriate feeding practices.</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td>AAA662</td>
<td>HUSBANDRY OF LESS COMMON SPECIES</td>
<td>To be advised</td>
<td>AAA650 Laboratory/Farm/Companion Animal Husbandry, AAA653 Animal Facility Operations and Hygiene, AAA654 Animal Ethics and Welfare, AAA655 Practical Animal Breeding, AAA656 Animal Laboratory Techniques.</td>
<td>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.</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

**AAA653 ARTIFICIAL BREEDING TECHNIQUES**

<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>Assessment</th>
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</thead>
<tbody>
<tr>
<td>AAA653</td>
<td>ANIMAL SURGICAL TECHNIQUES</td>
<td>To be advised</td>
<td>AAA650 Laboratory animal husbandry, AAA709/710 Anatomy &amp; Physiology I &amp; II, AAA656 Laboratory animal techniques.</td>
<td>Prepare animals for anaesthesia and surgery; Prepare facilities, equipment and personnel for anaesthesia and surgery; Assist with the induction, maintenance and monitoring of anaesthesia; Post-anaesthetic and post-operative care for animals; Maintain anaesthetic and surgical facilities and equipment.</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
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<tr>
<td>AAA654</td>
<td>ANIMAL HOUSE DESIGN</td>
<td>To be advised</td>
<td>AAA650 Laboratory animal husbandry, AAA653 Animal facility operations and hygiene.</td>
<td>Assist in monitoring the health status of laboratory animals; Assist in identifying and controlling disease; Explain the significance of, and mechanisms by which, disease process may influence the design and outcome of experiments; Interpret scientific and research literature.</td>
<td>To be advised</td>
<td>To be advised</td>
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<tr>
<td>AAA655</td>
<td>ANIMAL DISEASE</td>
<td>To be advised</td>
<td>AAA657 Animal health, AAA656 Animal laboratory techniques, AAA712 General microbiology.</td>
<td>Assist in identifying and controlling disease; Explain the significance of, and mechanisms by which, disease process may influence the design and outcome of experiments; Interpret scientific and research literature.</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td>AAA656</td>
<td>BARRIER MAINTAINED ANIMALS</td>
<td>To be advised</td>
<td>AAA650 Laboratory/Farm/AAA651 Farm/AAA652 Companion Animal Husbandry, AAA653 Animal Facility Operations and Hygiene, AAA654 Animal Ethics and Welfare, AAA655 Practical Animal Breeding, AAA656 Animal Laboratory Techniques.</td>
<td>Preparation for anaesthesia and surgery; Assist in monitoring the health status of laboratory animals; Assist in monitoring and controlling disease; Examine the significance of, and mechanisms by which, disease processes may influence the design and outcome of experiments; Interpret scientific and research literature.</td>
<td>To be advised</td>
<td>To be advised</td>
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**AAA667 ANIMAL PRACTICAL SKILLS BOOK**

<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>Assessment</th>
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<tbody>
<tr>
<td>AAA667</td>
<td>Animal practical skills book</td>
<td>To be advised</td>
<td>AAA650 Laboratory animal husbandry, AAA653 Animal facility operations and hygiene, AAA710 Anatomy &amp; Physiology I &amp; II, AAA656 Laboratory animal techniques.</td>
<td>Develop the skills and be assessed in a practical exercise that could not be assessed on Campus.</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

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AAA668 ANIMAL ANATOMY AND PHYSIOLOGY

Campus: To be advised
Prerequisite(s): Nil
Content: Animal species; Body organisation; Structure and function of systems and organs; Husbandry practices and associated organs and systems.
Required Reading: To be advised
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

AAA702 BIOLOGICAL TECHNIQUES B

Campus: To be advised
Prerequisite(s): AAA721 Animal Anatomy and Physiology I
Content: Prepare, separate, fix, stain a variety of biological specimens; Compound light microscope; Number of specific cells in a biological sample; Aseptic techniques in the preparation of culture media and manipulation of bacteria in cultures; Quality assurance procedures employed in animal, biological food and medical testing laboratories.
Required Reading: To be advised
Nominal Hours: 40-50 Hours
Assessment: As per accredited curriculum

AAA703 ANATOMY AND PHYSIOLOGY I

Campus: To be advised
Prerequisite(s): AAA702 Biological Techniques B
Content: Anatomy and physiology terminology; structural organisation of mammals; body functions through the interaction of nervous and endocrine systems; mammals interaction with external environment; structure and function of the musculoskeletal system.
Required Reading: To be advised
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

AAA704 ANATOMY AND PHYSIOLOGY II

Campus: To be advised
Prerequisite(s): AAA703 Anatomy and Physiology I.
Content: Anatomy and physiology terminology; nutrients; metabolism within the body; urinary, respiratory, integumentary, digestive, reproductive and cardiovascular systems; physiological processes that are activated when mammals are injured; the defence mechanisms that mammals have developed to protect against infection.
Required Reading: To be advised
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

AAA705 BIOCHEMISTRY I

Campus: To be advised
Prerequisite(s): AAA702 Biological Techniques B
Content: Identify and classify members of the Subphylum Vertebrate; collect vertebrate specimens; establish and maintain displays of vertebrate materials; perform common laboratory and field procedures with vertebrates; understanding of comparative anatomy and physiology of vertebrate specimens.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA706 BIOCHEMISTRY II

Campus: To be advised
Prerequisite(s): AAA705 Biochemistry I
Content: Interpret and apply relevant biochemical terms and concepts; differentiate between given molecules of biological significance in terms of their structure, properties, and biological functions; qualitative biochemical analyses.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

AAA707 GENETICS

Campus: To be advised
Prerequisite(s): AAA702 Biological Techniques B
Content: Genetic terminology; transcription and translation of genetic information in determining the phenotype; analysis of genetic data; organisms breeding program for genetic analysis; factors which affect genetic variation, techniques and ethical implications.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

AAA708 GENERAL MICROBIOLOGY

Campus: To be advised
Prerequisite(s): AAA702 Biological Techniques B
Content: Microscopy, microorganisms, aseptic technique, cell structure & function, staining methods, culture media, growth of bacterial cultures, enumeration, quality control.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

AAA709/710 ANATOMY AND PHYSIOLOGY I & II

Campus: To be advised
Prerequisite(s): AAA709/710 Anatomy and Physiology I & II.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA711 INVERTEBRATE ZOOLOGY

Campus: To be advised
Prerequisite(s): AAA709/710 Anatomy and Physioiology I & II.
Content: Identify, classify and collect members of the Subphylum Invertebrata; understand the diversity of invertebrate species; 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

AAA712 ECOLOGICAL PRINCIPLES

Campus: To be advised
Prerequisite(s): AAA703 Biology; AAA722 Plant Identification.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA713 VERTEBRATE ZOOLOGY

Campus: To be advised
Prerequisite(s): AAA709/710 Anatomy and Physiology I & II.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA714 PLANT IDENTIFICATION

Campus: To be advised
Prerequisite(s): AAA709/710 Anatomy and Physiology I & II.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA715 GENETICS

Campus: To be advised
Prerequisite(s): AAA703 Biology; AAA722 Plant Identification.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA716 GENERAL MICROBIOLOGY

Campus: To be advised
Prerequisite(s): AAA702 Biological Techniques B
Content: Microscopy, microorganisms, aseptic technique, cell structure & function, staining methods, culture media, growth of bacterial cultures, enumeration, quality control.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

AAA717 INVERTEBRATE ZOOLOGY

Campus: To be advised
Prerequisite(s): AAA709/710 Anatomy and Physiology I & II.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA718 ECOLOGICAL PRINCIPLES

Campus: To be advised
Prerequisite(s): AAA703 Biology; AAA722 Plant Identification.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA719 PLANT IDENTIFICATION

Campus: To be advised
Prerequisite(s): AAA703 Biology; AAA722 Plant Identification.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA720 VERTEBRATE ZOOLOGY

Campus: To be advised
Prerequisite(s): AAA709/710 Anatomy and Physiology I & II.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA721 INVERTEBRATE ZOOLOGY

Campus: To be advised
Prerequisite(s): AAA709/710 Anatomy and Physiology I & II.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA722 ECOLOGICAL PRINCIPLES

Campus: To be advised
Prerequisite(s): AAA703 Biology; AAA722 Plant Identification.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

AAA723 PLANT IDENTIFICATION

Campus: To be advised
Prerequisite(s): AAA703 Biology; AAA722 Plant Identification.
Content: Ecosystem concepts; components of major terrestrial and aquatic Australian ecosystems; the movement of energy and matter through ecosystems; nature and interrelationships within and between ecosystems; field studies to illustrate ecology principles and practices and discuss their relevance to sustainable ecological management practices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite(s)</th>
<th>Prerequisite(s) Notes</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>AAA725</td>
<td>ECOLOGICAL TECHNIQUES</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): AAA620 Principles of Instrumentation, AAA642 Statistics and methods of sampling.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 50 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>AAA750</td>
<td>INTRODUCTORY CHEMISTRY</td>
<td>AAA750 Introductory Chemistry.</td>
<td>-</td>
<td>-</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): AAA750 Introductory Chemistry.</td>
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<tr>
<td>Content: Classification and properties of matter; Derive systematic names and formulae for simple inorganic compounds; Simple chemical reactions; Safety using common chemicals and equipment.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 50 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>AAA751</td>
<td>CHEMICAL PRINCIPLES</td>
<td>AAA750 Introductory Chemistry.</td>
<td>-</td>
<td>-</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): AAA750 Introductory Chemistry.</td>
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<tr>
<td>Content: Physical and chemical properties of element in the periodic table; Bonding. Derive systematic names and formulae for simple compounds; Chemical reactions; Concentration calculations.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 50 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>AAA752</td>
<td>CHEMICAL LABORATORY TECHNIQUES</td>
<td>AAA750 Introductory Chemistry.</td>
<td>-</td>
<td>-</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): AAA750 Introductory Chemistry.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 50 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>AAA806</td>
<td>NUTRITION</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): AAA750 Introductory Chemistry.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 20 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>AAA807</td>
<td>WASTE MANAGEMENT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): AAA750 Introductory Chemistry.</td>
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<tr>
<td>Content: Origins of liquid and solid wastes in the food industry, management strategies to minimise waste generation.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 40 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>AAA854</td>
<td>FIRST AID</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): -</td>
<td></td>
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<tr>
<td>Content: Identification of physical hazards, hazard control, assessment of casualty vital signs and physical condition.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 25 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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</tr>
<tr>
<td>ABC001</td>
<td>CONSTRUCTION 1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): ABC001 Construction 1.</td>
<td></td>
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<tr>
<td>Content: Construction principles, standards and services commonly used in single storey residential scale buildings.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 54 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>ABC002</td>
<td>CONSTRUCTION 2A/ 2B</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>36-54 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): ABC001 Construction 1.</td>
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<tr>
<td>Content: Construction principles, practices and services commonly used in low rise residential scale buildings up to three storeys.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 36 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>ABC005</td>
<td>MATERIALS 1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): ABC005 Materials 1.</td>
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<td>Content: Characteristics and quality standards of building materials commonly used in residential scale buildings; Make informed selections of these materials.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 36 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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</tr>
<tr>
<td>ABC006</td>
<td>MATERIALS 2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): ABC005 Materials 1.</td>
<td></td>
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<tr>
<td>Content: Characteristics and quality standards of building materials commonly used in commercial and industrial buildings (past and present); Make informed selections of these materials.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 36 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<tr>
<td>ABC007</td>
<td>SERVICES/ STRUCTURES 1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>Campus: To be advised</td>
<td></td>
<td>Prerequisite(s): ABC001 Construction 1, ABC002 Construction 2.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Required Reading: To be advised</td>
<td>Nominal Hours: 36 Hours</td>
<td>Assessment: As per accredited curriculum</td>
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<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>
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<tr>
<td>ABC059</td>
<td>BUILDING QUALITY CONCEPTS 1</td>
<td></td>
<td></td>
<td>Theoretical knowledge necessary of implementing a Quality Assurance System in a small or medium sized firm in the building and construction industry.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td>ABC061 BUILDERS WORKING DRAWINGS 1</td>
<td>To be advised</td>
<td></td>
<td>Read and interpret plans and specifications; Drafting and sketching skills for low rise residential buildings.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td></td>
<td>ABC062 BUILDERS WORKING DRAWINGS 2</td>
<td>To be advised</td>
<td>ABC001 Construction 1, ABC062 Builders Working Drawings 1, ABC105 Timber Framing Code, ABC003 Construction 3, ABC089 Building Technology 2.</td>
<td>Sketching for commercial buildings up to an effective height of 25m.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td>ABC063 BUILDERS WORKING DRAWINGS 3</td>
<td>Registered student. Buidling Practical Experience 1</td>
<td>ABC001 Construction 1.</td>
<td>Procedures and skills necessary to take-off the material required to construct low rise residential projects.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td></td>
<td>ABC064 BUILDING COMPUTING APPLICATIONS 1</td>
<td></td>
<td></td>
<td>Provide and develop student skills in a range of computing software applications that will compliment experience gained in modules.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td>ABC069 COST CONTROL AND PLANNING 1</td>
<td></td>
<td>ABC001 Construction 1, ABC076 Building Quantities and Estimating 1.</td>
<td>Basic principles and introduction to planning, scheduling, and cost control for residential construction.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td></td>
<td>ABC070 COST CONTROL AND PLANNING 2</td>
<td></td>
<td>ABC002 Construction 2, ABC076 Building Quantities and Estimating 1.</td>
<td>Basic principles and introduction to planning, scheduling, and cost control for commercial buildings up to an effective height of 25m.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td>ABC074 BUILDING DRAFTING EXPERIENCE 2</td>
<td>To be advised</td>
<td>Registered student. Buidling Practical Experience 1</td>
<td>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.</td>
<td>To be advised</td>
<td>600 Hours/75 days</td>
<td>As per accredited curriculum</td>
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<td></td>
<td>ABC076 BUILDING QUANTITIES AND ESTIMATING 1</td>
<td></td>
<td>ABC001 Construction 1.</td>
<td>Procedures and skills necessary to take-off the material required to construct low rise residential projects.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td></td>
<td>ABC077 BUILDING QUANTITIES AND ESTIMATING 2</td>
<td></td>
<td>ABC076 Building quantities and estimating 1.</td>
<td>Procedures and skills necessary to predict the cost of construction (Estimating) and to prepare and submit a bid (tendering) for low rise residential projects.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td></td>
<td>ABC082 BUILDING SITE SUPERVISION</td>
<td></td>
<td></td>
<td>Knowledge of supervision techniques as they apply to building sites.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td></td>
<td>ABC083 BUILDING SITE SURVEYING AND SET OUT 1</td>
<td></td>
<td></td>
<td>Knowledge, skills and practical experience necessary to set out residential projects using basic measuring and levelling equipment.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
ABC084 BUILDING SITE SURVEYING AND SET OUT 2

Campus To be advised
Prerequisite(s) Building Site Surveying and Set Out 1
Content Basic components of a theodolite and how it should be tested for good adjustment; Use a theodolite to determine horizontal and vertical angles; Identify specialised equipment available for use on high rise and/or large building projects and illustrate how it can be used for various set out and checking procedures; Compute co-ordinates and bearings and distances as related to grids and general set out work on large building sites; Identify and discuss the various documents and plans incorporated in land titles.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC085 BUILDING STAFF MANAGEMENT

Campus To be advised
Prerequisite(s) ABC091/ABC092 Business Management for Builders 1 & 2.
Content Theoretical knowledge and practical experience required at middle management level for the effective management of office and on site staff.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC086 STRUCTURES 1

Campus To be advised
Prerequisite(s) Nil
Content To recognise potentially dangerous situations during the design and construction of domestic scale buildings; To communicate effectively with structural engineers; To proceed with more advanced studies of structure.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC087 STRUCTURES 2

Campus To be advised
Prerequisite(s) ABC086 Structures 1.
Content Knowledge of structural principles as they apply in the building process in order to communicate effectively with building design professionals; Develop sound and safe practices in relation to structural procedures on site.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC088 BUILDING TECHNOLOGY 1

Campus To be advised
Prerequisite(s) ABC005 Materials 1, ABC001 Construction 1, ABC002 Construction 2, ABC062 Builder's Working Drawings 1.
Content Resolve construction problems for single storey and low rise residential buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC089 BUILDING TECHNOLOGY 2

Campus To be advised
Prerequisite(s) ABC088 Building Technology 1.
Content Resolve construction problems for commercial buildings up to an effective height of 25m and industrial buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

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

ABC092 BUSINESS MANAGEMENT FOR BUILDERS 2

Campus To be advised
Prerequisite(s) To be advised
Content Theoretical knowledge and practical experience in financial management of a building firm engaging in residential scale projects.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC096 CONSTRUCTION SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Apply safety principles on medium rise and wide span building sites.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC102 RESIDENTIAL SITE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Provides the participants with the knowledge to apply safety.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC105 TIMBER FRAME DESIGN

Campus To be advised
Prerequisite(s) ABC001 Construction 1.
Content Selection, placement and fixing requirement of structural timber members used in single and two storey timber framed domestic building.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC107 BUILDING COMPUTER APPLICATIONS 2

Campus To be advised
Prerequisite(s) ABC064 Building Computer Applications 1.
Content Range of computing software applications that will complement skills gained in modules.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum
ABC115 BUILDING STUDIO 1

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and develop the student's practical understanding of the theoretical Content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC116 BUILDING STUDIO 2

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force may be given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and developing the student's practical understanding of the theoretical Content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC117 BUILDING STUDIO 3

Campus To be advised
Prerequisite(s) Students who have previously participated in relevant areas in the work force maybe given exemption from this module.
Content To assist full-time students in further problem solving aspects of their study through tutorial support. Integrate and developing the student's practical understanding of the theoretical Content covered in the modules of this course. To obtain work experience related skills. Successful completion of this module counts as 5 days towards the Practical Experience module.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC301 DEVELOPMENT CONTROL 1

Campus To be advised
Prerequisite(s) Nil
Content The natural environment; The impacts of settlement; Land-use and urban structure; Building and land-use legislation; Rights and responsibilities of individuals with respect to applications; Heritage and Environmental legislation; Environmental health with respect to building.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC302 BUILDING SURVEYING PROCEDURES 1

Campus To be advised
Prerequisite(s) Nil
Content Interpret plans and specifications for Content; Review documents for compliance; Site inspections and inspection reports; Consult with relevant agencies, builders and consultants; Check breaches and rectified work; Certificate of Occupancy.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC305 BUILDING SURVEYING PRACTICE 1

Campus To be advised
Prerequisite(s) Nil
Content Describe the role of the building surveyor; Administration of building and land-use applications; Powers and duties of the building surveyor; Simple reports; Essential safety provisions; Mandatory and discretionary powers.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC307 BCA AND STANDARDS 1

Campus To be advised
Prerequisite(s) Nil
Content Basic philosophy of the Building Codes of Australia (BCA); locate and interpret code/standard requirements that are applicable to particular domestic scale projects; Classify buildings; Apply various solutions to a construction problem for compliance with the intent of the BCA.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC309 GEOMECHANICS AND FOOTINGS 1

Campus To be advised
Prerequisite(s) Nil
Content Outline the geological formation of rocks and their subsequent weathering to form various soil types; Determine the difference between topographical and geological maps and to be able to read and comprehend both map types; Methods of testing soils; Classification of sites; Suggest footing systems to suit particular site conditions; Select a footing in accordance with the relevant Australian standards; Site maintenance to minimise long term damage to the structure.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC311 FIRE TECHNOLOGY 1

Campus To be advised
Prerequisite(s) Nil
Content Causes of fire in buildings, the combustion process and the development of fire and smoke; Describe the behaviour of building materials subjected to extreme levels of heat; Define the fire load of a building and describe its effect on the classification and compartmentation of buildings; Requirements for fire resistance of building materials and forms of construction; Passive fire protection systems for buildings; Principles of smoke control in buildings.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC312 SURVEYING PRACTICAL EXPERIENCE 1/2

Campus To be advised
Prerequisite(s) Building Practical Experience 1
Content Construction/Structures; Estimating/Costing; Management; Supervision/Inspection/Implementation; Drawing/Plan Reading/Checking; Services.
Required Reading To be advised
Nominal Hours 75 Days
Assessment As per accredited curriculum
ABC314 LEGAL PRACTICES 1

Campus To be advised
Prerequisite(s) Nil
Content Distinguish between common law, judicial precedent and legislation; Identify basic legal practice skills and begin their development; Describe the court hierarchy, the civil/criminal jurisdictions of each court; List and describe the different court room procedures in civil and criminal trials and understand the basic procedures in case preparation for presentation in a court; Detail the types of offences, the principles of criminal liability and defences within the criminal law; Detail the types of evidence admissible in a civil and criminal trial
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC315 LEGAL PRACTICES 2

Campus To be advised
Prerequisite(s) ABC314 Legal practices 1.
Content Demonstrate a basic knowledge of the Australian Administrative Legal System; Identify and explain some basic statutory issues and terms which the building control officer will meet and recognise that recourse may need to be had to a variety of sources to determine and interpretation problem; The common law of torts particularly negligence, negligent advice and trespass and administrative law, and their relevance to building control work; Explain that the delivery of legislative benefits depends on the enforcement of the law;
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC316 COMMUNICATION (BUILDING SURVEYING)

Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

ABC317 COMMUNITY STUDIES

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Identify and analyse major theories that provide models for working effectively with communities; Define a community, identify key people and develop strategies to establish relationships with people in that community; Describe how to identify, develop, use and evaluate community networks as a strategy for establishing links between the Building Surveyor and the community; Assess and/or develop resources for supporting community involvement and participation mechanisms.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC318 MATHEMATICS (BUILDING SURVEYING)

Campus To be advised
Prerequisite(s) Nil
Content Carry out transposition of formulae; Identify and measure volumes in a workplace setting; Produce tables, graphs and charts related to mathematical data; Carry out statistical functions related to building surveying; Determine a number of measurements using trigonometry; Produce graphical display using given data; Calculate simple forces.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC319 ENVIRONMENTAL AWARENESS

Campus To be advised
Prerequisite(s) ABC317 Community Studies, ABC321 Sociology.
Content Discuss the dynamics of an ecosystem; Discuss the environmental pressures produced by development; Research and report on the environmental problems facing communities; Describe the impact of urban and industrial development on ecosystems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC320 OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Use accepted codes and standards in Occupational Health and Safety Legislation as guidelines for making decisions on the safety, or otherwise, of workplace conditions and practices; Assess a real or hypothetical workplace situation to determine accident prevention measures that should be undertaken; Successfully undertake a real or hypothetical accident investigation; Carry out a hazard analysis in a real or hypothetical workplace environment and detail the steps necessary to control hazards in this situation; Use a Material Safety Data Sheet to assess the dangers of a toxic chemical; Determine the optimum conditions for a given workplace environment; Identify and solve problems associated with thermal comfort in a work related environment; Appraise safe/unsafe work practices related to workplace design; Identify major causes of, and a number of methods for dealing with, stress in the workplace.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
ABC321 SOCIOLOGY
Campus To be advised
Prerequisite(s) Nil
Content Identify, through informed discussion, the boundaries of the science of sociology; Explain the significance of cultural variation within Australia; Describe the effects of societal structure on personal responses, attitudes and values; Relate the concept of socialisation to personal development; Identify the role of the community contact professional in the social interaction process; Differentiate between the advantages and disadvantages of groups and organisations with regard to the role of the community contact professional; Explain how deviance in society affects the role of the community contact professional; Evaluate the effects of social stratification on society and the workplace; Evaluate the effects of social inequality on both the community and the workplace; Describe the changing role of the family in modern society; Relate the impact of changes in economic order to the role of the community contact professional; Identify the effects of changing political order on local government; Describe the impact of social change on society; Analyse the effects of collective behaviour on the community; Evaluate the effects of urbanisation on both lifestyles and communities; Analyse the conflict between technological progress and the benefit to society.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC322 PSYCHOLOGY
Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Discuss the relationship between psychology, psychological research methodology and the role of the building surveyor; Discuss the differences between the major psychological approaches to human behaviour; Discuss the developmental process in humans and how this relates to interaction with clients.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABC323 MANAGEMENT 1
Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ABC325 QUALITY SERVICE
Campus To be advised
Prerequisite(s) Nil
Content Describe the benefits which can be derived from quality of service; Describe the external and internal customers of the building surveyor; Describe the long term benefits of promoting a quality approach within organisations; Describe and develop actions for improving quality within the organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC326 LAND USE PLANNING AND MANAGEMENT
Campus To be advised
Prerequisite(s) 48-701 Communication.
Content Evaluate the legislation pertaining to Land Use Planning; Describe the principles of land use management; Determine the role of the building surveyor in the land use management process; Review a variety of land use management models; Describe the land development control process; Evaluate the effects of transport and infrastructure on land use management decisions; Apply spatial organisation factors to the land management process in a real or hypothetical land development; Design and plan a hypothetical land development; Evaluate the future use of a given site according to environmental considerations.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ABC327 BUILDING FIRE SCIENCE
Campus To be advised
Prerequisite(s) Nil
Content Describe the combustion process and how it relates to different materials; Describe how materials burn and the effect of the different states of matter on their flammability; Describe conditions of burning at the fire point; Describe mechanisms of heat transfer during fire growth, development and spread.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

ABC301 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 Basic Occupational Health and Safety practices in the workplace.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

ABC303 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
<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>ABC504</td>
<td>CALCULATIONS</td>
<td></td>
<td></td>
<td>Practically apply the mathematical skills required in the workplace.</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ABC505</td>
<td>COMMUNICATIONS</td>
<td></td>
<td></td>
<td>Training for effective communication in the workplace at a simple,</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>ABC506</td>
<td>INTRODUCTION TO MATERIALS</td>
<td></td>
<td></td>
<td>Introduction to timbers, fasteners, adhesives, surface coatings,</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC507</td>
<td>INFORMATION TECHNOLOGY</td>
<td></td>
<td></td>
<td>Identify a range of computer applications and develop basic skills in</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC508</td>
<td>HAND TOOLS AND EQUIPMENT</td>
<td></td>
<td></td>
<td>Develop the skills and knowledge required for selecting, using and</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC509</td>
<td>POWER TOOLS AND EQUIPMENT</td>
<td></td>
<td></td>
<td>Safe operation and maintenance of portable power tools.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC510</td>
<td>MATERIALS HANDLING</td>
<td></td>
<td></td>
<td>Materials handling within the work environment.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC511</td>
<td>CONSTRUCTION - BASIC</td>
<td></td>
<td></td>
<td>Identify, manufacture and assemble basic furniture construction</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC512</td>
<td>DRAWING</td>
<td></td>
<td></td>
<td>Develop drawing techniques used in the furnishings industry by</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC513</td>
<td>WORKING WITH OTHERS</td>
<td></td>
<td></td>
<td>Develop skills to deal with conflict in the workplace.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC541</td>
<td>OCCUPATIONAL HEALTH &amp; SAFETY 2</td>
<td></td>
<td></td>
<td>Identify hazards, assess control risks common in the workplace.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC542</td>
<td>SURFACE PREPARATION</td>
<td></td>
<td></td>
<td>Prepare a solid or veneered timber surface for finishing.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC543</td>
<td>ERGONOMICS</td>
<td></td>
<td></td>
<td>Apply ergonomics and basic design principles to the design and</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ABC544</td>
<td>BASIC STATIC MACHINES AND EQUIPMENT</td>
<td></td>
<td></td>
<td>Develop fundamental skills and knowledge of basic machines and</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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

ABC604 LEG AND RAIL CONSTRUCTION

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan reading, working drawings, joint construction, clamping and finishing techniques.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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

ABC605 DRAWER CONSTRUCTION

Campus: To be advised
Prerequisite(s): To be advised
Content: Constructing drawers including: Drawer types and components; Construction and fitting methods used in the furniture industry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABC548 QUALITY PRINCIPLES

Campus: To be advised
Prerequisite(s): To be advised
Content: Implementation of quality principles and practices.
Required Reading: To be advised
Nominal Hours: 10-12 Hours
Assessment: As per accredited curriculum

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

ABC549 QUALITY PRINCIPLES 1

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

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

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

ABC609 DOOR 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: 40 Hours
Assessment: As per accredited curriculum

ABC560 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

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

ABC601 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

ABC613 SOLID TIMBER CONSTRUCTION

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify timber for constructing furniture using solid timber.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
ABC66 BUILT-IN FURNITURE

Campus To be advised
Prerequisite(s) To be advised
Content Planning and constructing domestic and commercial built-in furniture.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC967 FURNITURE POLISHING - BASIC PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Basic procedures in polishing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC952 INSTRUCT OTHER WORKERS

Campus To be advised
Prerequisite(s) To be advised
Content Training other workers in the workplace.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

ABD500 OCCUPATIONAL HEALTH AND SAFETY FUNDAMENTALS

Campus To be advised
Prerequisite(s) To be advised
Content Historical development of OH&S, acceptable/non-acceptable risk, State and Commonwealth OH&S legislation, identification and assessment of common workplace hazards, prevention strategies.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ABC954 CHAIR MAKING – BASIC

Campus To be advised
Prerequisite(s) To be advised
Content Producing a chair from drawings and templates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD501 OCCUPATIONAL HYGIENE 1

Campus To be advised
Prerequisite(s) Nil
Content Philosophy, principles and practices of occupational hygiene including the nature of common hazards, their measurement and personal protection.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABC997 ESTIMATING AND COSTING

Campus To be advised
Prerequisite(s) To be advised
Content Costing furniture materials and production.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD502 REHABILITATION AND WORKERS COMPENSATION 1

Campus To be advised
Prerequisite(s) Nil
Content Overview of compensation system, importance of rehabilitation in minimising the effects of a work related illness or injury.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC960 DESIGN PRINCIPLES - BASIC (FURNITURE)

Campus To be advised
Prerequisite(s) To be advised
Content Basic design principles and processes to initiate interest, progressive improvement and/or successful application outcomes in designing furniture.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD503 HAZARDOUS SUBSTANCES

Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals, ABD501 Occupational Hygiene 1.
Content Properties of hazardous substances, methods of controlling exposure.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABC963 WOOD TURNING

Campus To be advised
Prerequisite(s) To be advised
Content Operating a wood working lathe.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD504 OCCUPATIONAL HEALTH AND SAFETY LAW

Campus To be advised
Prerequisite(s) Nil
Content Introduction to the Australian legal system, structure of the courts, criminal and civil law, OH&S legislative requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABC966 HANDLING MATERIALS

Campus To be advised
Prerequisite(s) To be advised
Content Ordering and shipping materials; Moving materials within the workplace with the aid of mechanical devices.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
ABD505 WORKPLACE HEALTH - HUMAN BODY
Campus To be advised
Prerequisite(s) Nil
Content Anatomy and function of major body systems and the effect of occupational hazards on these systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD506 INDIUSTRIAL PLACEMENT 1
Campus To be advised
Prerequisite(s) ABD500 Occupational Health and Safety Fundamentals.
Content Hazard identification and management of noise, manual handling and personal protective equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD530 OCCUPATIONAL HYGIENE 2
Campus To be advised
Prerequisite(s) AAB501 Occupational Hygiene 1.
Content Chemical, biological and physical hazards in the workplace, conditions that may increase potential for exposure to these hazards and the health effects that may result.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD531 ENGINEERING CONTROLS
Campus To be advised
Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2.
Content Isolation and enclosure, access limiting guards, guard construction and securing systems, electrical safety, ventilation systems, methods of reducing noise and vibration.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ABD532 RESOLUTION OF OCCUPATIONAL HEALTH & SAFETY ISSUES
Campus To be advised
Prerequisite(s) Nil
Content Occurrence of OH&S issues, legislative framework for issue resolution, State, Territory and Commonwealth agencies.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD533 OCCUPATIONAL HEALTH & SAFETY STATISTICS
Campus To be advised
Prerequisite(s) Nil
Content Instruction on how to recognise, collect, validate, interpret, set priorities and report on data at a local level.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ABD534 FIRE SAFETY MANAGEMENT
Campus To be advised
Prerequisite(s) Nil
Content Causes and classes of fire, methods of fire extinguishment, HAZCHEM codes, Management’s role in fire safety, building codes of Australia, Acts relevant to fire.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD535 ERGONOMICS 1
Campus To be advised
Prerequisite(s) Nil
Content Application of a range of ergonomics principles to the design of work stations, optimisation of the relationship between people and their work.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD560 OCCUPATIONAL HYGIENE 3
Campus To be advised
Prerequisite(s) ABD501 Occupational Hygiene 1, ABD530 Occupational Hygiene 2, ABD533 Occupational Health & Safety Statistics.
Content Work surveying, use of testing equipment in sampling, interpretation and evaluation of sampling results.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD561 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Insight into organisational management; Integration of occupational health and safety management into the total quality management philosophy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD562 RISK MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Knowledge and skills to identify, evaluate and advise on the management of risk in the workplace.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ABD563 MANAGEMENT OF HAZARDOUS SUBSTANCES
Campus To be advised
Prerequisite(s) To be advised
Content Compliance requirements for the storage, handling and transportation of hazardous substances, labelling requirements, material safety data sheets, Australian code for the transport of dangerous goods by road and rail.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
ABD564 ACTION RESEARCH PROJECT

Campus: To be advised
Prerequisite(s): Nil
Content: Project planning, determination of an organisation's needs, research methods, the change process, project evaluation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD565 IN INDUSTRIAL PLACEMENT 2

Campus: To be advised
Prerequisite(s): Nil
Content: Health and Safety policies and plans, workplace health and safety training including needs analysis, design and evaluation, carrying out training.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

ABD566 REHABILITATION AND WORKERS COMPENSATION 2

Campus: To be advised
Prerequisite(s): ABD502 Rehabilitation and Workers Compensation 1.
Content: Management of workers compensation claims, rehabilitation of people at work experiencing work related injury or illness
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD567 WORKPLACE HEALTH AND SAFETY PROGRAMS

Campus: To be advised
Prerequisite(s): ABD500 Occupational Health and Safety Fundamentals, ABD505 Workplace Health – Human Body.
Content: Skills needed to plan, design, implement, analyse and evaluate occupational health and safety programs in a workplace
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD568 ERGONOMICS 2

Campus: To be advised
Prerequisite(s): Nil
Content: Tools and methods to collect anthropometric data, symptoms of occupational overuse syndrome, methods to minimise OOS.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABD569 OCCUPATIONAL HEALTH & SAFETY IN THE FOOD/DAIRY INDUSTRY

Campus: To be advised
Prerequisite(s): Nil
Content: OH&S law, role of employees and employers, impact of chance, hierarchy of hazard control, integration of OH&S management into total quality management, management cultures.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ABH500 REAL ESTATE INDUSTRY OVERVIEW

Campus: Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s): Nil
Content: Main features of estate agency legislation; Role and functions of real estate regulatory bodies and industry associations; Job functions and required rules of ethical and professional conduct.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABH501 INTRODUCTION TO SALES

Campus: Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s): ABH500 Real Estate Industry Overview
Content: Functions and responsibilities of real estate sales people and agents in selling a property and documentation required.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ABH502 INTRODUCTION TO PROPERTY MANAGEMENT

Campus: Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s): ABH500 Real Estate Industry Overview
Content: Basic concepts of property management and documentation required when letting and/or managing property.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ABH503 REAL ESTATE COMPUTING

Campus: Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s): ABH500 Real Estate Industry Overview, ABH501 Introduction to Sales, ABH502 Introduction to Property Management.
Content: Use of real estate sales and listing software packages and management of and customising software.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

ABH504 REAL ESTATE ACCOUNTING

Campus: Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s): ABH501 Introduction to Sales, ABH502 Introduction to Property Management.
Content: Elements of accounting; accounting equation; trust accounting processes; audit requirements for an agent's office; journals; general ledger; reconciliation of trust bank account statements; payroll procedures.
Required Reading: To be advised
Nominal Hours: 45 Hours
Assessment: As per accredited curriculum

ABH505 REAL ESTATE COMPUTER ACCOUNTING

Campus: Footscray Nicholson, Sunbury, Werribee.
Prerequisite(s): ABH504 Real Estate Accounting.
Content: Computer accounting reports using a computer package relating to real estate sales.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum
### ABH507 PROPERTY RESEARCH AND ANALYSIS

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** ABH500 Real Estate Industry Overview; ABH501 Introduction to Sales; ABH502 Introduction to Property Management.

**Content** Research and evaluate market conditions; Procedures for developing and maintaining a sales and property management business network.

**Required Reading** To be advised

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

### ABH508 REAL ESTATE CONSUMER PROTECTION

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** ABH500 Real Estate Industry Overview.

**Content** Trade Practices; Consumer protection and other legislation relating to real estate transactions.

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

### ABH510 CONTRACT LAW FOR REAL ESTATE

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** Nil

**Content** Elements of a contract; Void, voidable and unenforceable contracts; Mistake, misrepresentation, illegality or lack of capacity; Termination of contract; Breach of contract.

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

### ABH511 PROPERTY LAW

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** ABH510 Contract Law for Real Estate

**Content** General law system and Torrens system of title; Legal principles of mortgages; Legal requirements relating to a subdivision of land.

**Required Reading** To be advised

**Nominal Hours** 30 Hours

**Assessment** As per accredited curriculum

### ABH512 RESIDENTIAL TENANCIES

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** ABH500 Real Estate Industry Overview; ABH502 Introduction to Property Management.

**Content** Types of agreements/contracts; Rights and duties of landlords; Security deposits/held 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.

**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

### ABH517 INTRODUCTION TO SPECIALISED PROPERTY MANAGEMENT

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** ABH507 Property Research and Analysis, ABH508 Real Estate Consumer Protection, ABH511 Property Law; ABH514 Property Management Listings, ABH516 Servicing Managed Properties.

**Content** Types of specialised properties; Listing, Leasing and resolving disputes with specialised properties.

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

### ABH522 CONTRACTS FOR THE SALE OF LAND

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** ABH510 Contract Law for Real Estate, ABH511 Property Law.

**Content** Requirements for a valid contract for the sale of land; Form of contract for the sale of land; Implied terms; Special conditions; Special contracts; Holding of deposits.

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

### ABH523 METHODS OF SALE

**Campus** Footscray Nicholson, Sunbury, Werribee.

**Prerequisite(s)** ABH525 Listings.

**Content** Advantages and disadvantages of each method of sale; Complete agency documentation associated with each type of sale.

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum
ABH 524 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

ABH 525 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

ABH 527 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

ABH 528 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

AUR09051A CARRY OUT MAINTENANCE AND/OR COMPONENT SERVICING OPERATIONS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Equipment/material safety requirements; Types and application of lubricants and fluids; Servicing/maintenance procedures and inspection checklists.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per endorsed training package

AUR18766A TEST, SERVICE AND REPLACE BATTERIES
Campus Newport.
Prerequisite(s) To be advised
Content 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.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per endorsed training package

AUR18709A CARRY OUT MINOR REPAIRS TO ELECTRICAL CIRCUITS/ SYSTEMS
Campus Newport.
Prerequisite(s) To be advised
Content Personal safety requirements; Vehicle/equipment safety requirements/procedures to avoid damage to electronic control units (ECU); Electrical principles; Electrical measuring and test procedures for minor repairs; Procedures for minor electrical repairs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per endorsed training package

AUR25678B USE AND MAINTAIN MEASURING EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Measure dimensions or variables; Maintain measuring equipment.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

AUR37927A IDENTIFY AUTOMOTIVE PARTS/ COMPONENTS/ ACCESSORIES
Campus To be advised
Prerequisite(s) To be advised
Content Identify vehicle/unit; Identify the actual part(s)/product(s) required by correct terminology; Identify vehicle/system accessories.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

AUR51356A READ IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Read texts that contain specialist knowledge and may be organised in a variety of formats.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
AUR70125A FOLLOW WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

Campus Newport.
Prerequisite(s) To be advised
Content The communication process; Written and oral communication skills; Use and maintenance of workplace records
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Assessment as per endorsed training package

AUR70278A USE AND MAINTAIN WORKPLACE TOOLS AND EQUIPMENT

Campus Newport.
Prerequisite(s) To be advised
Content Tools and equipment safety and operating procedures; Tools and equipment selection procedures; Basic maintenance procedures of tools and equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70314A CONTRIBUTE TO WORKPLACE COMMUNICATION

Campus Newport.
Prerequisite(s) To be advised
Content The communication process; Written and oral communication skills; Use and maintenance of workplace records
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

AUR70221A ESTABLISH RELATIONS WITH CUSTOMERS

Campus Newport.
Prerequisite(s) To be advised
Content Customer relationship principles; Relevant customer legislation; Questioning and active listening skills relevant to customer communication.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per endorsed training package

BCC1003A DRAIN/ DE-WATER SITE

Campus Industrial Skills Training Centre, Werribee Campus.
Prerequisite(s) To be advised
Content Plan and prepare work; Position sedimentation control; Remove surface water; Construct sump/wells; Remove water from sumps/wells; trenches and pits; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BBJ506 REFLECTIVE LEARNING AND PRACTICE 1A

Campus Werribee
Prerequisite(s) Certificate II in General Education for Adults
Content Use self-assessment to develop a profile of current competencies, strengths and weaknesses; Investigate a range of tertiary offerings and further study options; Analyse the entry requirements/determine learning needs; Understanding learning to learn concepts.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

BBJ507 REFLECTIVE LEARNING AND PRACTICE 1B

Campus Werribee
Prerequisite(s) Certificate II in General Education for Adults
Content Demonstrate effective use of Internet and technology to gain information; Demonstrate the skills required to effectively participate in a collaborative learning environment; Demonstrate the research and writing skills to produce a complex written text; Use a word processing package to present written material in an appropriate form.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

BBJ508 REFLECTIVE LEARNING AND PRACTICE 2A

Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Monitor suitability of learning plan and evaluate progress within it through ongoing self-assessment; Develop and implement appropriate self-improvement plans to enhance progress course; Conduct an investigative project into some aspect of the transition from ACFE to work or further study.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BBJ509 REFLECTIVE LEARNING AND PRACTICE 2B

Campus Werribee
Prerequisite(s) Certificate IV in Further Education
Content Demonstrate effective self-reflection skills; Identify different learning styles and demonstrate active learning techniques; Demonstrate the ability to research the University library and use of standard referencing conventions; Demonstrate advanced word processing skills; Use an electronic referencing database to store reference and to generate a bibliography; Demonstrate effective reading skills and critically evaluate information gained from a variety of sources.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

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BCC1002A SPREAD AND COMPACT MATERIAL MANUALLY

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare job; Spread and compact materials; Clean up.
**Required Reading** To be advised
**Nominal Hours** 2 Hours
**Assessment** As per accredited curriculum

BCC1003A MONITOR MACHINE OPERATION

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Support machine operator; Identify and protect services; Assist with fitting and removing machine attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 8 Hours
**Assessment** As per accredited curriculum

BCC2003A ASSIST WITH EXCAVATION AND SUPPORT INSTALLATION

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Set out excavation and erect safety equipment; Assist machine excavation support; Clean up.
**Required Reading** To be advised
**Nominal Hours** 8 Hours
**Assessment** As per accredited curriculum

BCC2005A REPAIR PAVEMENTS

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Repair potholes; Clean up.
**Required Reading** To be advised
**Nominal Hours** 36 Hours
**Assessment** As per accredited curriculum

BCC2009A CARRY OUT CONCRETE WORK

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan work; Set out for concrete work; Construct reinforcement; Place and fix reinforcement; Erect formwork; Carry out on concrete work; Strip formwork; Clean up.
**Required Reading** To be advised
**Nominal Hours** 40 Hours
**Assessment** As per accredited curriculum

BCC3001A CONDUCT TIP TRUCK OPERATIONS

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; conduct pre-operational checks; operate tip truck; carry out driver maintenance.
**Required Reading** To be advised
**Nominal Hours** 60 Hours
**Assessment** As per accredited curriculum

BCC3002A CONDUCT BACKHOE/LOADER OPERATIONS

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate backhoe/loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 200 Hours
**Assessment** As per accredited curriculum

BCC3003A CONDUCT DOZER OPERATIONS

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate dozer; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 240 Hours
**Assessment** As per accredited curriculum

BCC3004A CONDUCT EXCAVATOR OPERATIONS

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate excavator; Clear timber; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out excavator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 200 Hours
**Assessment** As per accredited curriculum

BCC3005A CONDUCT FRONT END LOADER OPERATIONS

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate front end loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
**Required Reading** To be advised
**Nominal Hours** 160 Hours
**Assessment** As per accredited curriculum

BCC3006A CONDUCT GRADER OPERATIONS

**Campus** Industrial Skills Training Centre, Werribee Campus.
**Prerequisite(s)** To be advised
**Content** Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate grader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.
**Required Reading** To be advised
**Nominal Hours** 240 Hours
**Assessment** As per accredited curriculum

252
**Module/Unit Details**

<table>
<thead>
<tr>
<th>Code</th>
<th>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>BCC307A</td>
<td><strong>CONDUCT SCRAPER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.</td>
<td>To be advised</td>
<td>160 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCC309A</td>
<td><strong>CONDUCT SKID STEER LOADER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate skid steer loader; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCC309B</td>
<td><strong>CONDUCT ROLLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate roller; Apply concepts of road anatomy; Apply knowledge of soil and rock types and their characteristics; Carry out operator maintenance; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCC309C</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Plan and prepare work; Conduct pre-operational checks; Read and interpret plans; Operate telescopic materials handler; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCC309D</td>
<td><strong>CONDUCT FORKLIFT OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCC309E</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
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<tr>
<td>BCC309F</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
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<tr>
<td>BCC309G</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
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<tr>
<td>BCC309H</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
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<tr>
<td>BCC309I</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<td>80 Hours</td>
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<tr>
<td>BCC309J</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<td>BCC309K</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<tr>
<td>BCC309L</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 Hours</td>
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<tr>
<td>BCC309M</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<tr>
<td>BCC309N</td>
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<tr>
<td>BCC309O</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
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<tr>
<td>BCC309P</td>
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<td>BCC309Q</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<tr>
<td>BCC309R</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<tr>
<td>BCC309S</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<tr>
<td>BCC309T</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<tr>
<td>BCC309U</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
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<tr>
<td>BCC309V</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<td>BCC309W</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<tr>
<td>BCC309X</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
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<tr>
<td>BCC309Y</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
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<tr>
<td>BCC309Z</td>
<td><strong>CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS</strong></td>
<td>Industrial Skills Training Centre, Werribee Campus.</td>
<td>To be advised</td>
<td>Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.</td>
<td>To be advised</td>
<td>80 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>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
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<tr>
<td>BCF2004A</td>
<td>LAYOUT SIGNS</td>
<td>To be advised</td>
<td>BCG1002A, BCG1003A</td>
<td>Developing the design of internal/external signs to client's requirements, using data from client's drawings and information</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2005A</td>
<td>USE COLOUR MATCHING FOR SIGN WRITING</td>
<td>To be advised</td>
<td>BCG1003A, BCG1005A</td>
<td>This unit applies to identifying and matching colours against a specified sample.</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2010A</td>
<td>MAINTAIN INVENTORY AND CONTROL, STOCK</td>
<td>To be advised</td>
<td></td>
<td>Identify stock materials and equipment; Maintain inventory/stock lists; Store and record stocks; Control stock.</td>
<td>8 Hours</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2011A</td>
<td>USE COMPUTERS</td>
<td>To be advised</td>
<td></td>
<td>Identify computer operation and application uses in the workplace; Use system and provide data entry; verify/confirm data input</td>
<td>24 Hours</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2012A</td>
<td>PACKAGE MANUFACTURED PRODUCTS FOR TRANSPORT</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare packaging and transport of manufactured products; Identify and select appropriate packaging for manufactured products; Prepare for handling and transporting of manufactured products; Undertake appropriate handling and transporting techniques of manufactured products; Clean up.</td>
<td>10 Hours</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2013A</td>
<td>ASSEMBLE COMPONENTS</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for assembly; Assemble and hold components in place; Secure assembled components; Clean up.</td>
<td>32 Hours</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2014A</td>
<td>MANUALLY CUT GLASS TO SIMPLE SHAPES</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Cut glass to a straight line; Circle and hole cutting; Cutting glass to simple shapes; Maintain safe working area; Clean up.</td>
<td>4 Hours</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2016A</td>
<td>PREPARE FOR OFF-SITE MANUFACTURING PROCESS</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare for the manufacturing process; Identify, select and prepare materials for use in off-site production process; Identify fabricated components and method of assembly; Process for manufacture, assembly and fabrication and sequencing is monitored; Clean up.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF2018A</td>
<td>APPLY AND INSTALL SEALANT AND SEALANT DEVICES</td>
<td>To be advised</td>
<td></td>
<td>Select and prepare materials and equipment; Prepare surface to receive sealants; Apply sealant; Install sealant devices; Clean up.</td>
<td>16 Hours</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF3000A</td>
<td>MAINTAIN STATIC MACHINERY</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Identify and check safety switches of machine; Maintain machine; Install cutters/blades to machine; Lubricate machine; Test and adjust machine; Clean up.</td>
<td>8 Hours</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BCF3001A</td>
<td>SETUP STATIC MACHINERY</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Install cutters/blades; Adjust machine speed; Test machine set up; Clean up.</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BCF3008A</td>
<td>IDENTIFY WINDOW AND DOOR CONSTRUCTION</td>
<td>To be advised</td>
<td></td>
<td>Plan and prepare work; Identify structural features of doors/windows; Determine materials for timber windows and doors; Clean up.</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
BCF3009A SETTING OUT OF WINDOWS AND DOORS
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Develop height set out; Develop width set out; Mark out material; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF3010A MANUFACTURE COMPONENTS FOR DOOR AND WINDOW FRAMES, DOORS AND SASHES
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Set up machine; Machine components; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3011A ASSEMBLE (DOOR/ WINDOWS)
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Check components to be assembled; Assemble frame; Assemble door/sash; Prepare door/sash for fitting; Fit door/sash; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCF3024A INSTALL INTERNAL LINING
Campus To be advised
Prerequisite(s) To be advised
Content Identify internal lining materials and methods of fixing; Plan and prepare work; Prepare material and surface for fixing; Fit and install lining material to surfaces; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3036A SHIFT MATERIALS MANUALLY
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Manually handle material; Shift material using tools and equipment; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCF3037A SET OUT AND LEVEL
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Use automatic/spirit level to identify/determine levels; Set up vertical levels; Clean up.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCF3038A APPLY AND TRIM DECORATIVE FINISHES
Campus To be advised
Prerequisite(s) To be advised
Content Identify types of decorative finishes; Identify preparation requirements and prepare for fixing; Carry out fixing processes and finishing techniques; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCF3041A CUT AND INSTALL GLASS
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Select and install glass; Maintain safe working area; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCF3042A MARK OFF/ OUT
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Transfer dimensions from engineering drawing to work; Make templates for plate, sheet, pipe and section; Develop pattern for sheet, plate or hollow sections; Estimate quantities of materials for engineering drawings; Mark out patterns to sheet, plate or hollow sections.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCF3045A MANUFACTURE JOINERY UNIT COMPONENTS
Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Select, prepare materials for use in joinery production process; Manufacture components; Secure and hold components in place; Fabricate assembled components; Process for manufacture and fabrication sequencing is monitored; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG1000A CARRY OUT INTERACTIVE WORKPLACE COMMUNICATION
Campus To be advised
Prerequisite(s) Nil
Content Receive and convey information; Carry out face to face routine communication; Work with others; Participate in simple on-site meeting processes.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
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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>
<th>Assessment</th>
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<tr>
<td>BCG1001A</td>
<td>CARRY OUT OH&amp;S REQUIREMENTS</td>
<td></td>
<td></td>
<td>Plan and prepare for safe work practices; Use safe work practices to carry out work; Assume responsibility for safety of self and others; Work from ladder and work platforms; Use 240V power supply safely; Adhere to ladder and work platforms; Use 240V power supply safely; Adhere to emergency procedures; Carry out general housekeeping</td>
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<tr>
<td>BCG1002A</td>
<td>PLAN AND ORGANISE WORK</td>
<td></td>
<td></td>
<td>Identify work requirements; Plan process to complete work; Select tools and equipment; Demonstrate safe and efficient sequence of work; Modify plan; Report outcomes; Clean up.</td>
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<tr>
<td>BCG1003A</td>
<td>READ AND INTERPRET PLANS</td>
<td></td>
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<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>
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<td>BCG1004A</td>
<td>CARRY OUT MEASUREMENTS AND CALCULATIONS</td>
<td></td>
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<td>Obtain measurements; Perform simple calculations; Estimate approximate quantities.</td>
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<td>BCG1005A</td>
<td>USE HAND AND POWER TOOLS</td>
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<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>
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<tr>
<td>BCG1006A</td>
<td>USE SMALL PLANT AND EQUIPMENT</td>
<td></td>
<td></td>
<td>Identify plant and equipment, their operations and safety requirements; Select plant and equipment; Use plant and equipment; Clean up.</td>
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<tr>
<td>BCG1007A</td>
<td>ERECT AND DISMANTLE RESTRICTED</td>
<td></td>
<td></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>
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<tr>
<td>BCG1008A</td>
<td>USE SIMPLE LEVELLING DEVICES</td>
<td></td>
<td></td>
<td>Plan and prepare work; Locate and identify key features from sectional details and elevations; Recognise amendments; Read and interpret specifications.</td>
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<tr>
<td>BCG1009A</td>
<td>CARRY OUT EXCAVATION AND INSTALL SUPPORT</td>
<td></td>
<td></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>
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<td>BCG1010A</td>
<td>CARRY OUT CONCRETING TO SIMPLE FORMS</td>
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<td>Select tools and equipment; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.</td>
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<tr>
<td>BCG1011A</td>
<td>HANDLE CONSTRUCTION MATERIALS AND SAFELY DISPOSE OF WASTE</td>
<td></td>
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<td>Plan and prepare work; Correctly handle, sort and stack construction material; Prepare for mechanical handling of materials; Handle and remove waste safely; Clean up.</td>
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<td>Module/Unit Details</td>
<td>Nominal Hours</td>
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<td><strong>BCG1012A PREPARE FOR CONSTRUCTION PROCESS</strong> (WALL AND FLOOR TILING)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td><strong>Prerequisite(s)</strong>: BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
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<tr>
<td><strong>Content</strong>: Plan 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>
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<tr>
<td><strong>Plan for construction process</strong> (WALL AND FLOOR TILING)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td><strong>Prerequisite(s)</strong>: BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
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<tr>
<td><strong>Content</strong>: Plan 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; Prepare background of brick, concrete or blockwork for solid plastering; Clean up.</td>
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<tr>
<td><strong>BCG1014A PREPARE FOR CONSTRUCTION PROCESS</strong> (DRY WALL PLASTERING)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td><strong>Content</strong>: 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.</td>
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<tr>
<td><strong>Plan for construction process</strong> (DRY WALL PLASTERING)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td><strong>Prerequisite(s)</strong>: BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
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<tr>
<td><strong>Content</strong>: 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>
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<tr>
<td><strong>Plan for construction process</strong> (BRICK BLOCK LAYING)</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td><strong>Prerequisite(s)</strong>: BCG1001A Carry out OH&amp;S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.</td>
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<tr>
<td><strong>Content</strong>: Plan for construction process; Prepare materials selected for construction process; Prepare work area suitable for construction process; Erect and dismantle restricted height scaffolding; Mortar mix; Assist with brick/block work; Clean up.</td>
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</table>
BCG2000A ASSEMBLE SIMPLE PARTITION FRAMES
Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry).
Content Plan and prepare work; Select materials and cut components; Assemble frames/partitions; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

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

BCG2001A PREPARE SURFACES
Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding.
Content Plan and prepare work; Prepare work area for application process; Prepare surface by sanding/grinding; Patch holes; Stop and fill surface; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2002A OXY/LPG ACETYLENE CUTTING
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Set up; Cut material; Shut down; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2003A CARRY OUT GENERAL DEMOLITION
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1007 Erect and dismantle restricted height scaffolding, BCG1017A Prepare for construction process (demolition).
Content Plan and prepare work; Demolish building/structure; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2004A CARRY OUT LEVELLING
Campus To be advised
Prerequisite(s) BCG1004A Carry out measurements and calculations, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices.
Content Plan and prepare work; Maintain given level or specified slope with boring tools; Set up and use levelling devices; Clean up.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2007A OPERATE ELEVATED WORK PLATFORMS (EWP)
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Conduct routine checks of platform; Locate equipment in place for work application; Elevate platform to work location; Lower platform and shut down; Clean up.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BCG2008A USE EXPLOSIVE POWER TOOLS (EPT)
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Plan and prepare work; Set out for fasteners; Use explosive power tools; Clean up; Maintain explosive power tool and kit.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

BCG2009A CARRY OUT CONCRETE WORK
Campus To be advised
Prerequisite(s) BCG1001A Carry out OH&S requirements, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms.
Content Plan work; Carry out concrete placement; Clean up site.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
BCG2010A REMOVE/REPLACE DOOR AND WINDOW FURNITURE

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools.
Content Plan and prepare work; Remove doors, shutters and furniture; Replace doors, shutters and furniture; Clean up.
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

BCG2011A USE STATIC MACHINES

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment.
Content Identify static machines, their operation and safety requirements; Prepare machine for use; Operate machine; Maintain machine and attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG2012A MAKE SET-OUTS

Campus To be advised
Prerequisite(s) BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations.
Content Plan and prepare for set-out; Make set-out for unit; Store set-out.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

BCG3009A CONSTRUCT AND INSTALL NON-LOAD BEARING INTERNAL PARTITION WALL

Campus To be advised
Prerequisite(s) 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 4 Hours
Assessment As per accredited curriculum

BCG3010A INSTALL WINDOWS TO WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling.
Content Plan and prepare work; Install timber or aluminium window frame; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3001A CARRY OUT BASIC SETTING OUT

Campus To be advised
Prerequisite(s) BCG1005A Use hand and power tools, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.
Content Plan and prepare work; Identify and indicate site boundaries; Set out first line for building; Set out right angled corner; Install other building lines; Check for square; Clean up.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BCG3012A CONSTRUCT AND ERECT TIMBER WALL FRAMING

Campus To be advised
Prerequisite(s) BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2000A Assemble simple partition frames.
Content Plan and prepare work; Set out wall plates; Set out and prepare studs and trimmers; Construct walls; Erect walls; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3013A CONDUCT FORKLIFT OPERATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare work; Conduct pre-operational checks; Operate forklift; Attach, secure, lift, carry and place materials; Carry out operator maintenance; Select, remove and fit attachments; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

BCG3014A ERECT TIMBER PITCHED ROOF FRAMING

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof).
Content Plan and prepare work; Set out and prepare for erection; Erect roof; Install under purlins; Install roof strutting; Install collar ties; Install wind bracing; Construct eaves; Clean up.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

BCG3015A ERECT TIMBER ROOF TRUSSES

Campus To be advised
Prerequisite(s) BCG1007A Erect and dismantle restricted height scaffolding, BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
Content Plan and prepare work; Erect timber roof trusses; Construct gable and eaves structures; Clean up.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum
**BCG3016A INSTALL SUB FLOOR FRAMING**

**Campus** To be advised

**Prerequisite(s)** BCG1003A Read and interpret plans, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1011A Handle construction materials and safely dispose of waste, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling

**Content** Plan and prepare work; Set out and prepare material; Prepare floor joists for timber door frame; Fit and fix floor joists; Insulate and sarking; Install site assembled bearers and joists (long span); Clean up

**Required Reading** To be advised

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

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**BCG307A INSTALL TIMBER AND SHEET FLOORING**

**Campus** To be advised

**Prerequisite(s)** BCG1003A Read and interpret plans, BCG1004A Carry out measurements and calculations, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG3016A Install sub floor framing

**Content** Plan and prepare work; Straighten and prepare floor joists; Set up and fix first board; Laying floor boards; Lay sheet flooring; Fix vertical panelling/weatherboards; Fix horizontal panelling/weatherboards; Fix timber plinth, flashing and insulation; Set out and prepare for construction process (carpentry), BCG2004A Carry out levelling

**Required Reading** To be advised

**Nominal Hours** 24 Hours

**Assessment** As per accredited curriculum

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**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

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**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

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**BCG3020A CONSTRUCT TIMBER ROOF STRUCTURES - IRREGULAR ROOFS**

**Campus** To be advised

**Prerequisite(s)** BCG3012A Construct and erect timber wall framing, BCG3047A Erect ceiling framing (pitched roof), BCG3048A Erect timber pitched roof framing

**Content** Plan and prepare work; Set out and prepare members for roof erection; Erect pyramidal or conical roof; Erect roof to splayed plan end; Construct dormers in roof surfaces; Complete eaves and barge ends; Clean up

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**BCG3021A INSTALL DOOR FRAMES**

**Campus** To be advised

**Prerequisite(s)** BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling

**Content** Plan and prepare work; Prepare floor joists for timber door frame; Prepare door frame for floor slab; Install door frame; Clean up

**Required Reading** To be advised

**Nominal Hours** 8 Hours

**Assessment** As per accredited curriculum

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**BCG3022A FINISH EAVES**

**Campus** To be advised

**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling

**Content** Plan and prepare work; Erect scaffold; Construct framework and line eaves; Clean up

**Required Reading** To be advised

**Nominal Hours** 12 Hours

**Assessment** As per accredited curriculum

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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, BCG1016A Prepare for construction process (carpentry), BCG2004A Carry out levelling

**Content** Plan and prepare work; Straighten and prepare exterior walls; Fix timber plinth, flashing and insulation; Set out and prepare for horizontal panelling/weatherboards; Fix vertical panelling/weatherboards; Fix horizontal panelling/weatherboards; Set out and prepare for construction process (carpentry), BCG2004A Carry out levelling

**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, 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), BCG2004A Carry out levelling

**Content** Plan and prepare work; Erect scaffold; Construct framework and line eaves; 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 Use hand and power tools, BCG3010A Prepare for construction process (carpentry), BCG3011A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing, BCG3013A Install door frames

**Content** Plan and prepare work; Prepare door opening for jamb unit; Install hinged door unit; Install door to fixed door frame; Install split jamb, pre-hung door unit; Install bi-fold or internal sliding door; Install flywire door; Install cavity sliding door; Fix pelmet and architrave's; Hang sliding door; Fit trim and door hardware; Clean up

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum
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<th>Module/Unit Details</th>
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<tr>
<td><strong>BCG3026A INSTALL FITMENTS</strong></td>
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<td><strong>Prerequisite(s)</strong> BCG1005A Use hand and power tools, BCG1016A Use simple levelling devices, BCG1008A Use explosive power tools (EPT).</td>
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<td><strong>Content</strong> Plan and prepare work; Select and prepare materials for installing fittings; Install fittings; Clean up.</td>
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| **BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION** | **BCG3027A CONSTRUCT WET AREA CONSTRUCTION/INSTALLATION** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG1005A Use hand and power tools, BCG1016A Use simple levelling devices, BCG1008A Use explosive power tools (EPT). | **Prerequisite(s)** BCG1005A Use hand and power tools, BCG1016A Use simple levelling devices, BCG1008A Use explosive power tools (EPT). |
| **Content** Plan and prepare work; Set out; Prepare for base installation; Prepare for bathroom installation; Install vanity unit; Install sink unit; Clean up. | **Content** Plan and prepare work; Set out; Prepare for bathroom installation; Install vanity unit; Install sink unit; Clean up. |
| **Required Reading** To be advised | **Required Reading** To be advised |
| **Nominal Hours** 24 Hours | **Nominal Hours** 24 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3029A FIX TIMBER MOULDINGS** | **BCG3029A FIX TIMBER MOULDINGS** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Use simple levelling devices, BCG2001A Prepare for construction process (carpentry). | **Prerequisite(s)** BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1016A Use simple levelling devices, BCG2001A Prepare for construction process (carpentry). |
| **Content** Plan and prepare work; Set out and develop bevel cuts and mitres; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up. | **Content** Plan and prepare work; Set out and develop bevel cuts and mitres; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up. |
| **Required Reading** To be advised | **Required Reading** To be advised |
| **Nominal Hours** 16 Hours | **Nominal Hours** 16 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3030A REPLACE GLASS** | **BCG3030A REPLACE GLASS** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG1005A Use hand and power tools, BCG1011A Handle construction materials and safely dispose of waste, BCG2001A Prepare surfaces. | **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. | **Content** Plan and prepare work; Remove damaged glass; Replace glass; Repair surface finish; Clean up. |
| **Required Reading** To be advised | **Required Reading** To be advised |
| **Nominal Hours** 20 Hours | **Nominal Hours** 20 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)** | **BCG3031A ERECT DOOR JAMB/FRAME (BUILT-IN UNIT)** |
| **Campus** To be advised | **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. | **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. | **Content** Plan and prepare work; Set out and prepare door jamb/frame; Install door jamb/frame; Clean up. |
| **Required Reading** To be advised | **Required Reading** To be advised |
| **Nominal Hours** 6 Hours | **Nominal Hours** 6 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3032A FIX TIMBER RACING MOULDS** | **BCG3032A FIX TIMBER RACING MOULDS** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings. | **Prerequisite(s)** BCG3028A Fix linings and panelling, BCG3029A Fix timber mouldings. |
| **Content** Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up. | **Content** Plan and prepare work; Set out and develop bevel cuts and moulds; Run moulds to designed shapes and required lengths; Cut and fix moulding into place; Clean up. |
| **Required Reading** To be advised | **Required Reading** To be advised |
| **Nominal Hours** 20 Hours | **Nominal Hours** 20 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES** | **BCG3033A RESTORE/RENOVATE WINDOWS AND FRAMES** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG3010A Install windows to wall framing. | **Prerequisite(s)** BCG3010A Install windows to wall framing. |
| **Content** Select and prepare materials and equipment; Restore and renovate curved window frame; Restore and renovate a casement window; Restore and renovate a double hung window; Clean up. | **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 | **Required Reading** To be advised |
| **Nominal Hours** 60 Hours | **Nominal Hours** 60 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3034A ERECT/DISMANTLE FORMWORK** | **BCG3034A ERECT/DISMANTLE FORMWORK** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2005A Erect and dismantle formwork for concrete work. | **Prerequisite(s)** BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1016A Prepare for construction process (carpentry), BCG2005A Erect and dismantle 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. | **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 | **Required Reading** To be advised |
| **Nominal Hours** 50 Hours | **Nominal Hours** 50 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK** | **BCG3035A ERECT/DISMANTLE JUMP FORM FORMWORK** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork. | **Prerequisite(s)** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork. |
| **Content** Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Place concrete; Strip shutters; Jump system; Dismantle system; Clean up. | **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 | **Required Reading** To be advised |
| **Nominal Hours** 80 Hours | **Nominal Hours** 80 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |

| **BCG3036A UNDERTAKE DOGGING** | **BCG3036A UNDERTAKE DOGGING** |
| **Campus** To be advised | **Campus** To be advised |
| **Prerequisite(s)** BCG1001A Carry out OH&S requirements, BCG1016A Prepare for construction process (steelwork). | **Prerequisite(s)** BCG1001A Carry out OH&S requirements, BCG1016A Prepare for construction process (steelwork). |
| **Content** Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear. | **Content** Plan and prepare work; Select equipment; Sling loads; Move load; Remove gear. |
| **Required Reading** To be advised | **Required Reading** To be advised |
| **Nominal Hours** 80 Hours | **Nominal Hours** 80 Hours |
| **Assessment** As per accredited curriculum | **Assessment** As per accredited curriculum |
### BCG3043A OPERATE HOIST
- **Campus**: To be advised
- **Prerequisite(s)**: BCG1001A Carry out OH&S requirements, BCG1006A Use small plant and equipment, BCG1012A Handle construction materials and safely dispose of waste, BCG2007A Operate elevated work platforms (EWP).
- **Content**: Plan and prepare work; Conduct daily safety check; Record results; Operate hoist.
- **Required Reading**: To be advised
- **Nominal Hours**: 24 Hours
- **Assessment**: As per accredited curriculum

### BCG3044A APPLY DECORATIVE FINISHES
- **Campus**: To be advised
- **Prerequisite(s)**: BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3066A Apply paint by brush/roller, BCG3097A Match specified paint colour, BCG3098A Apply clear timber finish, BCG3045A Apply paint by spray, BCG3100A Prepare surfaces for painting and decorating.
- **Content**: Plan and prepare work; Prepare application area; Apply mirror paint finish; Apply broken colour effects; Produce imitation marble effects; Produce imitation wood grain effects; Produce 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)**: BCG1005A Use hand and power tools, BCG2001A Prepare surfaces.
- **Content**: Plan and prepare work; Prepare materials, unit and application area; Set up and test spray equipment; Apply paint by spray; Clean up and store equipment.
- **Required Reading**: To be advised
- **Nominal Hours**: 80 Hours
- **Assessment**: As per accredited curriculum

### BCG3046A APPLY TEXTURE COATINGS
- **Campus**: To be advised
- **Prerequisite(s)**: BCG1005A Use hand and power tools, BCG2001A Prepare surfaces, BCG3119A Prepare surfaces for painting and decorating.
- **Content**: Plan and prepare work; Set up scaffold if required; Prepare surfaces for finishing; Apply texture material by trowel or roller; Apply finishing material by spray; Clean up.
- **Required Reading**: To be advised
- **Nominal Hours**: 32 Hours
- **Assessment**: As per accredited curriculum

### BCG3047A ERECT CEILING FRAMING (PITCHED ROOF)
- **Campus**: To be advised
- **Prerequisite(s)**: BCG1016A Prepare for construction process (carpentry), BCG3012A Construct and erect timber wall framing.
- **Content**: Plan and prepare work; Install plates on masonry walls; Install ceiling joists; Install hanging beams; Install ceiling battens; Clean up.
- **Required Reading**: To be advised
- **Nominal Hours**: 32 Hours
- **Assessment**: As per accredited curriculum

### BCG3048A INSTALL GLASS BLOCKWORK
- **Campus**: To be advised
- **Prerequisite(s)**: BCG1005A Use hand and power tools, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2001A Prepare surfaces, BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
- **Content**: Plan and prepare work; Set out and prepare base; Install glass blocks; Clean up.
- **Required Reading**: To be advised
- **Nominal Hours**: 24 Hours
- **Assessment**: As per accredited curriculum

### BCG3047A 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 protrusions; Construct brickwork to acute and obtuse angled corners; Lay plinth bricks or squints to form plinth areas or sills; Raise/rule joints; Carry out tuck pointing; Clean up.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### BCG3048A 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

### BCG3049A CONSTRUCT FIREPLACE AND CHIMNEY
- **Campus**: To be advised
- **Prerequisite(s)**: BCG1015A Prepare for construction process (brick/block laying), BCG3011A Carry out basic setting out, BCG3077A Lay bricks and blocks (wall and corner), BCG3080A Carry out solid brick construction.
- **Content**: Plan and prepare work; Set out and prepare base; Construct base; Construct hearth and firebox; Construct firebox and face brickwork; Form throat and chimney shaft; Complete chimney; Raise/rule joints; Clean up.
- **Required Reading**: To be advised
- **Nominal Hours**: 48 Hours
- **Assessment**: As per accredited curriculum
BCG3092A APPLY SOLID RENDER

Campus To be advised
Pre requisite(s) BCG1005A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Erect work platform; Erect scaffolding; 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

BCG3097A MATCH SPECIFIED PAINT COLOUR

Campus To be advised
Pre requisite(s) BCG1005A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Prepare two-pack material; Erect work platform (if required); Prepare surface for finishing; Apply paint with brush/roller; Clean up.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BCG3098A APPLY CLEAR TIMBER FINISH

Campus To be advised
Pre requisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Stain bare timber surface; Apply clear finishes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3100A PREPARE SURFACES FOR PAINTING AND DECORATING

Campus To be advised
Pre requisite(s) BCG1006A Use small plant and equipment, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Erect work platform; Prepare previously coated surfaces for painting or clear finish; Prepare surface for wallpaper; Remove wallpaper and prepare surface for painting; Prepare surface for decorative painted finishes; Clean up.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BCG3101A APPLY WALLPAPER

Campus To be advised
Pre requisite(s) BCG1006A Use simple levelling devices, BCG2001A Prepare surfaces.
Content Select and prepare materials and equipment; Erect work platform; Prepare surface and wallpaper; Apply wallpaper; Clean up.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BCG3103A APPLY INDUSTRIAL PROTECTIVE COATINGS

Campus To be advised
Pre requisite(s) BCG1006A Use small plant and equipment, BCG3124A Prepare surface for painting, BCG3096A Apply paint by brush/roller, BCG3109A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Select and prepare materials and equipment; Erect work platform; Prepare iron and steel surfaces for the application of protective coating systems; Apply protective coating system; Clean up.
Required Reading To be advised
Nominal Hours 34 Hours
Assessment As per accredited curriculum

BCG3107A CARRY OUT VENEER CONSTRUCTION

Campus To be advised
Pre requisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out brickwork/blockwork; Construct base brickwork/blockwork; Construct veneer walls; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3108A CARRY OUT SOLID BRICK CONSTRUCTION

Campus To be advised
Pre requisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out brickwork; Construct base brickwork; Position door and window frames; Construct cavity and single brick walls; Rake/rule joints; Clean up.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BCG3109A CONSTRUCT MASONRY STEPS AND STAIRS

Campus To be advised
Pre requisite(s) BCG1006A Use small plant and equipment, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner).
Content Plan and prepare work; Set out steps; Lay bricks/blocks and form steps; Clean up.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum
**BCG310A LAY BRICKS AND BLOCKS (WALL AND CORNER)**

**Campus** To be advised  
**Prerequisite(s)** BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling.  
**Content** Plan and prepare work; Select bricks/blocks and mortar materials; Prepare location and materials; Lay bricks/blocks; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 76 Hours  
**Assessment** As per accredited curriculum

**BCG311A LAY MULTI-THICKNESS WALLS AND PIERS**

**Campus** To be advised  
**Prerequisite(s)** BCG1007A Erect and dismantle restricted height scaffolding, BCG1015A Prepare for construction process (brick/block laying), BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.  
**Content** Plan and prepare work; Set out brickwork; Construct walls and attached piers; Construct isolated piers; Rake/rule joints; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**BCG3112A CONSTRUCT MASONRY ARCH - SEMI-CIRCULAR AND SEGMENTAL**

**Campus** To be advised  
**Prerequisite(s)** BCG2004A Carry out levelling, BCG3110A Lay bricks and blocks (wall and corner), BCG3108A Carry out solid brick construction.  
**Content** Plan and prepare work; Set out first course; Construct wall to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 56 Hours  
**Assessment** As per accredited curriculum

**BCG3113A CONSTRUCT CURVED WALL**

**Campus** To be advised  
**Prerequisite(s)** BCG2004A Carry out levelling, BCG3011A Carry out basic setting out, BCG3108A Carry out solid brick construction, BCG3110A Lay bricks and blocks (wall and corner), BCG3111A Lay multi-thickness walls and piers.  
**Content** Plan and prepare work; Set out first course; Construct walls to arch level; Set up arch centre; Cut and lay bricks/blocks to form arch; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 16 Hours  
**Assessment** As per accredited curriculum

**BCG3114A CONSTRUCT MASONRY BLOCKWORK**

**Campus** To be advised  
**Prerequisite(s)** BCG1003A Read and interpret plans, BCG1007A Erect and dismantle restricted height scaffolding, BCG1008A Use simple levelling devices, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.  
**Content** Plan and prepare work; Set out blockwork; Construct masonry blockwork; Place reinforcement and concrete; Install bond beam; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 32 Hours  
**Assessment** As per accredited curriculum

**BCG3115A LAY SEGMENTAL/UNIT PAVING**

**Campus** To be advised  
**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG1010A Carry out concreting to simple forms, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.  
**Content** Define soil type and determine paving material; Prepare to lay paving; Construct paving; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** As per accredited curriculum

**BCG3120A FIX LININGS AND PANELLING**

**Campus** To be advised  
**Prerequisite(s)** BCG1002A Plan and organise work, BCG1005A Use hand and power tools, BCG1016 Pr epare for construction process (carpentry), BCG2000A Use small plant and equipment, BCG2004A Carry out levelling, BCG3011A Carry out basic setting out.  
**Content** Plan and prepare work; Locate and prepare frame/surface; Install lining to frame/surface; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** As per accredited curriculum

**BCG3122A ERECT/DISMANTLE SLIP FORM FORMWORK**

**Campus** To be advised  
**Prerequisite(s)** BCG1005A Use hand and power tools, BCG1006A Use small plant and equipment, BCG2004A Carry out levelling, BCG3034A Erect/dismantle formwork.  
**Content** Plan and prepare work; Set out; Assemble core form system; Locate and install penetrations; Install reinforcement; Close shutters; Locate yokes, jacks and connect hydraulic system; Place concrete; Activate jacking system; Slip system; Dismantle system; Clean up.  
**Required Reading** To be advised  
**Nominal Hours** 80 Hours  
**Assessment** As per accredited curriculum

**BSACS301A APPLY THE PRINCIPLES OF CONFIDENTIALITY AND SECURITY WITHIN THE LEGAL ENVIRONMENT**

**Campus** St Albans  
**Prerequisite(s)** Nil  
**Content** Work within accepted codes of conduct; Follow confidentiality procedures; Follow security procedures.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

**BSACS401A PROVIDE NON-LEGAL ADVICE**

**Campus** St Albans  
**Prerequisite(s)** Nil  
**Content** Receive enquiry; Provide non-legal information; Consult legal practitioner to resolve legal enquiries.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum
BSAFIN201A PREPARE AND PROCESS FINANCIAL DOCUMENTATION FOR CASH FLOW AND ACCOUNTING RECORDS

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Petty cash; Credits and debits; Banking
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

BSAFIN301A MAINTAIN DAILY FINANCIAL RECORDS FOR ACCOUNTING PURPOSES

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Cash and credit transactions; bank reconciliations; creditors and debtors systems.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

BSAFIN305A MAINTAIN FINANCIAL RECORDS FOR REPORTING PURPOSES

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: General journal; posting to General ledger; Trial Balance.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

BSAFIN501A MANAGE PAYROLL RECORDS FOR EMPLOYEE SALARIES AND STATUTORY RECORD KEEPING PURPOSES

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Payroll-manual and computerised
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

BSAFIN201A 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

BSAFIN401A 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; Locate and extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

BSAFIN301A 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

BSAFIN401A MAINTAIN TRUST ACCOUNTS

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.
- **Required Reading**: To be advised
- **Nominal Hours**: 10 Hours
- **Assessment**: As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

BSALO301A MAINTAIN RECORDS FOR TIME AND DISBURSEMENTS IN A LEGAL PRACTICE

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Record fee-earner time; Enter disbursements incurred.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

BSALF401A MAINTAIN TRUST ACCOUNTS

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Check that trust funds are adequate; Draw cheque/s against the trust account; Prepare documentation upon completion of legal matter.
- **Required Reading**: To be advised
- **Nominal Hours**: 50 Hours
- **Assessment**: As per accredited curriculum

BSALO301A ASSIST IN PRIORITISING AND PLANNING ACTIVITIES IN A LEGAL PRACTICE

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Record file-related critical dates and times; Make and record appointments on behalf of designated person; Assist designated person/s to prepare for critical dates; Follow up outcomes of meetings or other activities.
- **Required Reading**: To be advised
- **Nominal Hours**: 10 Hours
- **Assessment**: As per accredited curriculum

BSALC401A INTERACT WITH OTHER PARTIES

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Prepare for liaison; Organise self or other to arrange appointment; Undertake liaison.
- **Required Reading**: To be advised
- **Nominal Hours**: 30 Hours
- **Assessment**: As per accredited curriculum

BSALC402A RESEARCH, LOCATE AND PROVIDE LEGAL AND OTHER INFORMATION IN RESPONSE TO REQUESTS

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Receive and process a request for information; Identify information source/s; Organise self or other/s to extract information; Ensure information meets request; Compose report/correspondence; Organise self or other to format report/correspondence; Finalise report/correspondence.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

BSALG401A ARRANGE DOCUMENTS AND LIST EXHIBITS FOR LITIGATION SUPPORT

- **Campus**: St Albans
- **Prerequisite(s)**: Nil
- **Content**: Arrange documents in specified order; Organise self or other to enter document order on firm's record system; Prepare exhibits for court.
- **Required Reading**: To be advised
- **Nominal Hours**: 60 Hours
- **Assessment**: As per accredited curriculum

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<table>
<thead>
<tr>
<th>Code</th>
<th>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>BSALPL401A</td>
<td>PROVIDE SUPPORT IN PROPERTY LAW MATTERS</td>
<td>St Albans</td>
<td>Nil</td>
<td>Augment substantive knowledge of property law; Assist with preparation of prescribed documents to support sale of land; Prepare pre-settlement documents for vendor; Prepare and process pre-settlement documents for purchaser; Attend settlement meeting; Prepare and process post settlement documents for purchaser.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSALPL402A</td>
<td>PROVIDE SUPPORT IN FAMILY LAW MATTERS</td>
<td>St Albans</td>
<td>Nil</td>
<td>Property settlement; Maintenance; Contact and residence; Counseling and mediation; Assist with appeals process.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSALPL403A</td>
<td>PROVIDE SUPPORT IN CRIMINAL LAW MATTERS</td>
<td>St Albans</td>
<td>Nil</td>
<td>Prepare and process documents involved in criminal law matters; Perform research to support instructing legal practitioner; Assist instructing legal practitioner to prepare for trial.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSALPL404A</td>
<td>PROVIDE SUPPORT IN COMMERCIAL LAW MATTERS</td>
<td>St Albans</td>
<td>Nil</td>
<td>Augment substantive knowledge of commercial law; Assist with incorporation of a company; Assist with administration of changes; Assist with the sale of a shelf company.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSALPP301A</td>
<td>APPLY KNOWLEDGE TO THE LEGAL SYSTEM TO COMPLETE TASKS</td>
<td>St Albans</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSALPP302A</td>
<td>CARRY OUT SEARCH OF PUBLIC RECORD</td>
<td>St Albans</td>
<td>Nil</td>
<td>Plan search; Conduct search; Receive outcome of search; Deliver information.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSALPP401A</td>
<td>PREPARE AND PRODUCE COMPLEX LEGAL DOCUMENTS</td>
<td>St Albans</td>
<td>Nil</td>
<td>Establish document design and structure; Develop precedents and macros for document design; Organise self or others to produce documents; Organise self or others to print documents; Save file and exit system.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSALR301A</td>
<td>HANDLE RECEIPT AND DESPATCH OF INFORMATION</td>
<td>St Albans</td>
<td>Nil</td>
<td>Receive and distribute incoming mail; Receive and despatch outgoing mail; Collate and despatch documents for bulk mailing; Organise urgent and same day deliveries.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSATEC102A</td>
<td>ACCESS AND RETRIEVE COMPUTER DATA</td>
<td>St Albans</td>
<td>Nil</td>
<td>Operate computer equipment; Open file; Retrieve data; Close file.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSBADM301A</td>
<td>PRODUCE TEXTS FROM SHORTHAND NOTES</td>
<td>St Albans</td>
<td>Nil</td>
<td>Take dictation using shorthand; Transcribe shorthand notes; Edit and revise text.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
<tr>
<td>BSBADM302A</td>
<td>PRODUCE TEXTS FROM NOTES</td>
<td>St Albans</td>
<td>Nil</td>
<td>Take notes; Transcribe notes; Edit and revise text.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum.</td>
</tr>
</tbody>
</table>

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BSBADM303A PRODUCE TEXTS FROM AUDIO TRANSCRIPTION

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for audio transcription; Transcribe audiotape; Edit and revise text.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM304A DESIGN AND DEVELOP TEXT DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Establish parameters for text document design and structure; Design text documents; Produce text documents.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

BSBADM305A CREATE AND USE DATABASES

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Create simple databases; Create simple database queries; Use simple databases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM306A CREATE ELECTRONIC PRESENTATIONS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Prepare presentation; Produce presentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM307A ORGANISE SCHEDULES

Campus To be advised
Prerequisite(s) To be advised
Content Establish schedule requirements; Manage schedules.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBADM308A PROCESS PAYROLL

Campus To be advised
Prerequisite(s) To be advised
Content Record payroll data; Prepare payroll; Handle payroll enquiries.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM309A PROCESS ACCOUNTS PAYABLE AND RECEIVABLE

Campus To be advised
Prerequisite(s) To be advised
Content Maintain financial journal systems; Prepare bank reconciliations; Maintain accounts payable and accounts receivable systems; Process payments for accounts payable; Prepare statements for accounts receivable; Follow up outstanding accounts.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBADM310A MAINTAIN A GENERAL LEDGER

Campus To be advised
Prerequisite(s) To be advised
Content Process journal entries; Prepare trial balance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADM401A PRODUCE COMPLEX TEXTS FROM SHORTHAND NOTES

Campus To be advised
Prerequisite(s) To be advised
Content Take dictation using shorthand; Produce complex texts; Edit and revise texts.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBADM402A PRODUCE COMPLEX BUSINESS DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Analyse document requirements; Design complex documents; Produce documents.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

BSBADM403A DEVELOP AND USE COMPLEX DATABASES

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Develop a linked database solution; Develop database record forms and reports; Automate and standardise database operation; Use databases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBADM404A DEVELOP AND USE COMPLEX SPREADSHEETS

Campus To be advised
Prerequisite(s) To be advised
Content Use safe work practices; Develop a linked spreadsheet solution; Automate and standardise spreadsheet operation; Use spreadsheets; Represent numerical data in graphic form.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
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<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM405A</td>
<td>ORGANISE MEETINGS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Make meeting arrangements; Prepare documentation for meetings; Record and produce minutes of meeting.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM406A</td>
<td>ORGANISE BUSINESS TRAVEL</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Organise business itinerary for domestic and overseas travel; Make travel arrangements; Arrange credit facilities.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM407A</td>
<td>ADMINISTER PROJECTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan project administration; Coordinate project administration; Finalise and review project administration.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM408A</td>
<td>PREPARE FINANCIAL REPORTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Maintain asset register; Record general journal entries for balance day adjustments; Prepare final general ledger accounts; Prepare end-of-period financial reports.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM501A</td>
<td>MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORKGROUP NETWORK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Manage the establishment of a workgroup network; Manage the maintenance of a workgroup network; Assist and train network users.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM502A</td>
<td>MANAGE MEETINGS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare for meetings; Conduct meetings; Follow up meetings.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM503A</td>
<td>PLAN AND MANAGE CONFERENCES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan conference; Promote conference; Organise conference; Coordinate conference proceedings; Follow up conference proceedings.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM504A</td>
<td>PLAN OR REVIEW ADMINISTRATION SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan or review administration systems; Implement new or modified administration system; Monitor administration system.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM505A</td>
<td>MANAGE PAYROLL</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish procedures for the management of payroll; Prepare payroll data; Authorise payment of salaries; Administer salary records.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADM506A</td>
<td>MANAGE BUSINESS DOCUMENT DESIGN AND DEVELOPMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish documentation standards; Manage template design and development; Develop standard text for documents; Develop and implement strategies to ensure the use of standard documentation; Develop and implement strategies for maintenance and continuous improvement of standard documentation.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADV401A</td>
<td>PROFILE A TARGET AUDIENCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify the target market; Segment the market; Profile target audience.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBADV402A</td>
<td>CONDUCT PRE-CAMPAIGN TESTING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan for pre-campaign testing; Pilot the advertisement; Utilise pre-campaign test results.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
BSBADV403A MONITOR ADVERTISING PRODUCTION
Campus To be advised
Prerequisite(s) To be advised
Content Oversee pre-production work; Oversee production processes; Monitor post-production processes; Produce monitoring reports.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBADV404A SCHEDULE ADVERTISEMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Confirm advertising and media requirements; Prepare and cost the media schedule; Book advertising time/space and lodge advertisements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADV501A DEVELOP A CREATIVE CONCEPT
Campus To be advised
Prerequisite(s) To be advised
Content Read and absorb background information; Develop a creative concept; Evaluate a creative concept.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV502A WRITE PERSUASIVE COPY
Campus To be advised
Prerequisite(s) To be advised
Content Interpret a creative brief; Evaluate creative options; Prepare persuasive copy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBADV503A COORDINATE ADVERTISING RESEARCH
Campus To be advised
Prerequisite(s) To be advised
Content Assess advertising research requirements; Select research method/s; Utilise advertising research findings.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV504A CREATE ADVERTISEMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Interpret a creative brief; Create a print advertisement; Create a radio advertisement; Create a television or cinema advertisement; Create a website or e-commerce advertisement.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV505A EVALUATE AND RECOMMEND ‘ABOVE THE LINE’ MEDIA OPTIONS
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the use of broadcast media for advertising; Evaluate the use of print media for advertising; Evaluate the use of cinema and video as advertising media; Evaluate the use of sponsorship as an advertising medium; Evaluate the use of the Internet as an advertising medium; Recommend ‘above the line’ media for a target audience.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV506A EVALUATE AND RECOMMEND ‘BELOW THE LINE’ MEDIA OPTIONS
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the use of direct mail as an advertising medium; Evaluate the use of point-of-sale, sales literature and promotion advertising media; Evaluate the use of other ‘below the line’ advertising media; Recommend ‘below the line’ media for a target audience.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV507A DEVELOP A MEDIA PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Define media requirements; Select the media; Select media vehicle/s; Determine the media schedule; Produce a media plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBADV508A PRESENT AN ADVERTISING CAMPAIGN
Campus To be advised
Prerequisite(s) To be advised
Content Plan an advertising campaign presentation; Prepare for an advertising campaign presentation; Deliver an advertising campaign presentation; Act on feedback from advertising campaign presentation.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum

BSBADV601A CREATE AN ADVERTISING BRIEF
Campus To be advised
Prerequisite(s) To be advised
Content Determine advertiser requirements; Develop an advertising brief; Develop the creative brief.
Required Reading To be advised
Nominal Hours 120 Hours
Assessment As per accredited curriculum
<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>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV602A</td>
<td>DEVELOP AN ADVERTISING CAMPAIGN</td>
<td></td>
<td>To be advised</td>
<td>Define campaign objectives; Prepare an advertising budget; Develop a schedule for proposed advertising activities.</td>
<td>To be advised</td>
<td>120 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBADV603A</td>
<td>MANAGE ADVERTISING PRODUCTION</td>
<td></td>
<td>To be advised</td>
<td>Plan the production process for advertisements; Segment the market; Profile target audience.</td>
<td>To be advised</td>
<td>120 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBADV604A</td>
<td>EXECUTE AN ADVERTISING CAMPAIGN</td>
<td></td>
<td>To be advised</td>
<td>Develop an implementation strategy; Negotiate media contracts; Monitor the advertising campaign.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBADV605A</td>
<td>EVALUATE CAMPAIGN EFFECTIVENESS</td>
<td></td>
<td>To be advised</td>
<td>Develop a campaign evaluation strategy; Implement campaign evaluation strategy; Utilise advertising effectiveness data.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN107A</td>
<td>OPERATE A PERSONAL COMPUTER</td>
<td></td>
<td>To be advised</td>
<td>Start computer and basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for use and/or organisational requirements; Print information; Shutdown computer.</td>
<td>To be advised</td>
<td>10-20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN108A</td>
<td>DEVELOP KEYBOARD SKILLS</td>
<td></td>
<td>To be advised</td>
<td>Use safe work practices; Identify and develop keyboard skills; Check accuracy.</td>
<td>To be advised</td>
<td>10-40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN109A</td>
<td>WORK EFFECTIVELY IN A BUSINESS ENVIRONMENT</td>
<td></td>
<td>To be advised</td>
<td>Work within organisational requirements; Determine future work/career directions.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN202A</td>
<td>ORGANISE AND COMPLETE DAILY WORK ACTIVITIES</td>
<td></td>
<td>To be advised</td>
<td>Organise work schedule; Complete work tasks; review work performance.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN203A</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td></td>
<td>To be advised</td>
<td>Gather, convey and receive information and ideas; Draft routine correspondence.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>WORK EFFECTIVELY WITH OTHERS</td>
<td></td>
<td>To be advised</td>
<td>Develop effective workplace relationships; Contribute to workgroup activities.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN205A</td>
<td>USE BUSINESS TECHNOLOGY</td>
<td></td>
<td>To be advised</td>
<td>Select and use technology; Process and organise data; Maintain technology.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBCMN205A</td>
<td>USE BUSINESS TECHNOLOGY (NURSING)</td>
<td></td>
<td>To be advised</td>
<td>This subject introduces the knowledge and skills required to select, use and maintain information technology in a nursing context. It provides the student with the skills in utilising different software programs, organising information, monitoring the state of the hardware and reporting any issues.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Module/Unit Details</td>
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<tr>
<td><strong>BSBCMN206A</strong> <strong>Process and Maintain Workplace Information</strong></td>
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<td>Campus: To be advised</td>
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<td>Prerequisite(s): To be advised</td>
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<tr>
<td>Content: Collect information; Process workplace information; Maintain information systems.</td>
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<td>Required Reading: To be advised</td>
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<td>Nominal Hours: 30 Hours</td>
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<td>Assessment: As per accredited curriculum</td>
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</table>

| **BSBCMN207A** **Prepare and Process Financial/Business Documents** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Process petty cash transactions; Prepare and process banking documents; Reconcile invoices for payment to creditors; Prepare invoices for debtors. |
| Required Reading: To be advised |
| Nominal Hours: 40 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN208A** **Deliver a Service to Customers** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Identify customer needs; Deliver service to customers. |
| Required Reading: To be advised |
| Nominal Hours: 20 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN209A** **Provide Information to Clients** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Establish contact with clients; Respond to client enquiry. |
| Required Reading: To be advised |
| Nominal Hours: 20 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN210A** **Implement Improved Work Practices** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Clarify ideas for communication; Solve routine work problems; participate in planning the introduction of change; Support the implementation of change. |
| Required Reading: To be advised |
| Nominal Hours: 20 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN211A** **Participate in Workplace Safety Procedures** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Follow workplace procedures for hazard identification and risk control; Contribute to Occupational Health and Safety in the workplace. |
| Required Reading: To be advised |
| Nominal Hours: 20 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN212A** **Handle Mail** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Receive and distribute incoming mail; receive and despatch outgoing mail; Organise urgent and same day deliveries; Organise and send electronic mail. |
| Required Reading: To be advised |
| Nominal Hours: 15 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN213A** **Produce Simple Wordprocessed Documents** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Use safe work practices; Confirm document requirements; Produce documents. |
| Required Reading: To be advised |
| Nominal Hours: 10-60 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN214A** **Create and Use Simple Spreadsheets** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Use safe work practices; Create simple spreadsheets; Produce spreadsheets; Produce simple charts. |
| Required Reading: To be advised |
| Nominal Hours: 20 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN215A** **Participate in Environmental Work Practices** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Follow workplace procedures for environmental work practices; Participate in the improvement of environmental work practices; Maintain environmental records. |
| Required Reading: To be advised |
| Nominal Hours: 20 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN301A** **Exercise Initiative in a Business Environment** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Model high standards of business practices; Influence individuals and groups positively; Make informed decisions. |
| Required Reading: To be advised |
| Nominal Hours: 20 Hours |
| Assessment: As per accredited curriculum |

| **BSBCMN302A** **Organise Personal Work Priorities and Development** |
| Campus: To be advised |
| Prerequisite(s): To be advised |
| Content: Organise and complete own work schedule; Monitor own work performance; Develop and maintain own competence level. |
| Required Reading: To be advised |
| Nominal Hours: 40 Hours |
| Assessment: As per accredited curriculum |
BSBCM 304A CONTRIBUTE TO PERSONAL SKILL DEVELOPMENT AND LEARNING

Campus To be advised
Prerequisite(s) To be advised
Content Identify own learning needs for skill development; Undertake personal skill development; Monitor learning effectiveness.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM 305A ORGANISE WORKPLACE INFORMATION

Campus To be advised
Prerequisite(s) To be advised
Content Collect and assess information; Organise information; Review information needs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM 306A PRODUCE BUSINESS DOCUMENTS

Campus To be advised
Prerequisite(s) To be advised
Content Select and prepare resources; Design document; Produce document.
Required Reading To be advised
Nominal Hours 10-80 Hours
Assessment As per accredited curriculum

BSBCM 307A MAINTAIN BUSINESS RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Advise on resource requirements; Monitor equipment/resource usage and maintenance; acquire resources.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCM 308A MAINTAIN FINANCIAL RECORDS

Campus To be advised
Prerequisite(s) To be advised
Content Maintain daily financial records; Maintain general ledger; Monitor cash control.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBCM 309A RECOMMEND PRODUCTS AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain knowledge of products and services; Recommend products and services; Advise on promotional products.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCM 310A DELIVER AND MONITOR A SERVICE TO CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Identify customers' needs; Deliver a service to customers; Monitor and report on service delivery.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

BSBCM 311A MAINTAIN WORKPLACE SAFETY

Campus To be advised
Prerequisite(s) To be advised
Content Assist incorporation of Occupational Health and Safety policy and procedures into the work team; Support participative arrangements for the management of occupational health and safety; Support the organisation's procedures for providing Occupational Health and Safety training; Participate in identifying hazards and assessing and controlling risks for the work area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM 312A SUPPORT INNOVATION AND CHANGE

Campus To be advised
Prerequisite(s) To be advised
Content Clarify ideas to improve work practices; Advise on innovative work practices; Support implementation of new work practices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM 313A MAINTAIN ENVIRONMENTAL PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Maintain workplace procedures; Support continuous improvement; Maintain recording procedures
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM 402A DEVELOP WORK PRIORITIES

Campus To be advised
Prerequisite(s) To be advised
Content Plan and complete own work schedule; Monitor own work performance; Coordinate professional development.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM 403A ESTABLISH BUSINESS NETWORKS

Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain business networks; Establish and maintain business relationships; Promote the organisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
BSBCM401A DEVELOP TEAMS AND INDIVIDUALS
Campus To be advised
Prerequisite(s) To be advised
Content Determine develop needs; Develop individuals and teams; Monitor and evaluate workplace learning.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM410A COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
Campus To be advised
Prerequisite(s) To be advised
Content Advise on customer service needs; Support implementation of customer service strategies; Evaluate and report on customer service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM402A ANALYSE AND PRESENT RESEARCH INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Gather and organise information; Research and analyse information; Present information.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM411A MONITOR A SAFE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work group about the Occupational Health and Safety policies and procedures; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation’s procedures for providing Occupational Health and Safety training; Implement and monitor procedures for identifying hazards and assessing risks; Implement and monitor the organisation’s procedures for controlling risks; Implement and monitor the organisation’s procedures for maintaining Occupational Health and Safety records for the team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCM403A MAINTAIN BUSINESS TECHNOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content Maintain performance of hardware and software; Provide basic system administration; Identify future technology requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM412A PROMOTE INNOVATION AND CHANGE
Campus To be advised
Prerequisite(s) To be advised
Content Identify and develop opportunities for improved work practices; Lead team to foster innovative work practices; Facilitate commitment to workplace change; Monitor and evaluate change.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBCM404A COORDINATE BUSINESS RESOURCES
Campus To be advised
Prerequisite(s) To be advised
Content Determine resource requirements; Acquire and allocate resources; Monitor and report on resource usage.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM413A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES
Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work team; Implement and monitor operational procedures; Implement and monitor change and continuous improvement; Implement and monitor recording procedures; Implement and monitor an environmental management training program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM405A REPORT ON FINANCIAL ACTIVITY
Campus To be advised
Prerequisite(s) To be advised
Content Compile financial information and data; Prepare statutory requirement reports; Provide financial business recommendations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBCM414A SUPPORT LEADERSHIP IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBCM406A PROMOTE PRODUCTS AND SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Plan promotional activities; Coordinate promotional activities; Review and report on promotional activities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBCM415A IMPLEMENT AND MONITOR ENVIRONMENTAL POLICIES
Campus To be advised
Prerequisite(s) To be advised
Content Provide information to the work team; Implement and monitor operational procedures; Implement and monitor change and continuous improvement; Implement and monitor recording procedures; Implement and monitor an environmental management training program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM301A SUPPORT LEADERSHIP IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBFLM302A SUPPORT LEADERSHIP IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<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>Assessment Method</th>
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<tbody>
<tr>
<td>BSBFLM303A</td>
<td>CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBFLM304A</td>
<td>PARTICIPATE IN WORK TEAMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM305A</td>
<td>SUPPORT OPERATIONAL PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan resource use; Acquire resources; Monitor operational performance.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM306A</td>
<td>PROVIDE WORKPLACE INFORMATION AND RESOURCING PLANS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>BSBFLM309A</td>
<td>SUPPORT CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM310A</td>
<td>SUPPORT A WORKPLACE LEARNING ENVIRONMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM402A</td>
<td>SHOW LEADERSHIP IN THE WORKPLACE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Model high standards of management performance and behaviour; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>BSBFLM403A</td>
<td>MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>BSBFLM404A</td>
<td>LEAD WORK TEAMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBFLM405A</td>
<td>IMPLEMENT OPERATIONAL PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan resource use; Acquire resources; Monitor operational performance.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM406A</td>
<td>IMPLEMENT WORKPLACE INFORMATION SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>BSBFLM409A</td>
<td>IMPLEMENT CONTINUOUS IMPROVEMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
BSBFLM501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Establish personal work goals; Set and meet own work priorities; Develop and maintain professional competence.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM502A PROVIDE LEADERSHIP IN THE WORKPLACE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Model high standards of management performance and behaviour; Enhance the organisation's image; Influence individuals and teams positively; Make informed decisions.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM503A ESTABLISH AND MANAGE AN EFFECTIVE WORKPLACE RELATIONSHIPS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM504A FACILITATE WORK TEAMS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Participate in team planning; Develop team commitment and cooperation; Manage and develop team performance; Participate in and facilitate the work team.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM505A MANAGE OPERATIONAL PLAN

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Plan resource use; Acquire resources; Monitor operational performance.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM506A MANAGE WORKPLACE INFORMATION SYSTEMS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plan/budgets; Prepare resource proposals.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM507A MANAGE QUALITY CUSTOMER SERVICE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Plan to meet internal and external customer requirements; Ensure delivery of quality products/services; Monitor, adjust and report customer service.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM509A PROMOTE CONTINUOUS IMPROVEMENT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM510A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Participate in planning the introduction of change; Develop creative and flexible approaches to solutions; Manage emerging challenges and opportunities.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBFLM511A DEVELOP A WORKPLACE LEARNING ENVIRONMENT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Create learning opportunities; Facilitate and promote learning; Monitor and improve learning effectiveness.  
Required Reading: To be advised  
Nominal Hours: 50-60 Hours  
Assessment: As per accredited curriculum

BSBHRI401A ADMINISTER HUMAN RESOURCE SYSTEMS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Administer human resource policies and procedures; Administer staff performance feedback system; Coordinate workers' compensation and rehabilitation claims.  
Required Reading: To be advised  
Nominal Hours: 100 Hours  
Assessment: As per accredited curriculum

BSBHRI402A RECRUIT AND SELECT PERSONNEL

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Maintain personnel needs; Determine job specifications; Recruit staff; Assess and select applicants.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum
BSBH R403A PROCESS HUMAN RESOURCE DOCUMENTS AND INQUIRIES
Campus To be advised
Prerequisite(s) To be advised
Content Process leave applications; Process job vacancies; Provide information on personnel matters.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSBH R404A COORDINATE HUMAN RESOURCE SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Establish human resource service requirements; Undertake performance management; Identify and implement solutions to employee/industrial issues.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSBH R501A MANAGE HUMAN RESOURCE CONSULTANCY SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Determine strategies for delivery of human resource services; Manage the delivery of human resource services; Evaluate HR service delivery.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBH R502A MANAGE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Identify HR information requirements; Select HR information management system; Implement HR information system; Monitor/evaluate performance of HR information system.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBH R503A MANAGE PERFORMANCE MANAGEMENT SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Develop performance management systems; Implement performance management systems; Coordinate formal feedback processes; Coordinate individual/group learning development plans.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBH R504A MANAGE INDUSTRIAL RELATIONS POLICIES AND PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Develop industrial relations (IR) strategies/policies; Industrial relations strategies/policies and plans are implemented; Manage conflict.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBH R505A MANAGE REMUNERATION AND EMPLOYEE BENEFITS
Campus To be advised
Prerequisite(s) To be advised
Content Develop the organisation's remuneration strategy; Implement the remuneration strategy; Review and update the remuneration strategy.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBH R506A MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Develop recruitment selection and induction processes; Recruitment and selection of staff; Manage induction of staff.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBH R507A MANAGE SEPARATION/TERMINATION
Campus To be advised
Prerequisite(s) To be advised
Content Analyse claims; Establish rehabilitation/return-to-work program; Evaluate projects.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBH R508A MANAGE WORK/LIFE SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Research and analyse work/life needs; Plan work/life skills project; Implement, administer and monitor project; Evaluate projects.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBH R509A MANAGE REHABILITATION/RETURN TO WORK PROGRAMS
Campus To be advised
Prerequisite(s) To be advised
Content Analyse claims; Establish rehabilitation/return-to-work program; Monitor/evaluate rehabilitation/return-to-work program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<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>BSBHR601A</td>
<td>MANAGE CHANGE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify change requirements/opportunities; Develop change management strategy; Implement change management strategy.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBHR602A</td>
<td>MANAGE HUMAN RESOURCE STRATEGIC PLANNING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Undertake preparatory activities; Develop HR strategic plan; Implement HR strategic plans.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBHR603A</td>
<td>CONTRIBUTE TO ORGANISATION DEVELOPMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop organisation development plan; Implement organisation development activities; Maintain organisation development program.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBHR604A</td>
<td>MANAGE EMPLOYEE RELATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Implement employee relations strategy and policies for own work area; Build and maintain a productive culture; Resolve employee relations problems; Manage diversity.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBHR605A</td>
<td>CONTRIBUTE TO ORGANISATION DESIGN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Review organisation design; Develop organisation redesign plan; Job design and work reorganisation is undertaken as necessary to support the organisation redesign.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBMED301A</td>
<td>USE ADVANCED MEDICAL TERMINOLOGY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Respond appropriately to instructions, which contain advanced medical terminology; Carry out routine tasks; Use appropriate advanced medical terminology in oral and written communication with patients; fellow workers and health professionals.</td>
<td>As per accredited curriculum</td>
<td>30 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBMED302A</td>
<td>PREPARE AND PROCESS MEDICAL ACCOUNTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Provide advice to patients about fee structure; Process referrals to specialist practitioners; Prepare and process medical accounts for bulk billed and private patients; Process accounts; Provide financial information for the practice as required.</td>
<td>As per accredited curriculum</td>
<td>30 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBMGT501A</td>
<td>MARKET SERVICES AND CONCEPTS TO INTERNAL CUSTOMERS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Interpret strategic and operational plans; Manage research activities; Prepare internal marketing plans; Evaluate internal marketing plans.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBMGT502A</td>
<td>MANAGE PEOPLE PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Allocate work; Assess performance; Provide feedback; Manage follow-up.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBMGT503A</td>
<td>PREPARE BUDGETS AND FINANCIAL PLANS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Analyse strategic and operational plans; Develop revenue, expenditure and capital investment proposals; Build agreement for budgets and financial plans.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
<tr>
<td>BSBMGT504A</td>
<td>MANAGE BUDGETS AND FINANCIAL PLANS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Communicate budget and financial plans; Monitor and control activities against plans; Report outcomes of financial plans.</td>
<td>As per accredited curriculum</td>
<td>60 Hours</td>
<td></td>
</tr>
</tbody>
</table>
BSMG050A ENSURE A SAFE WORKPLACE  
Campus To be advised  
Prerequisite(s) To be advised  
Content Establish and maintain an Occupational Health and Safety system; Establish and maintain participative arrangements for the management of Occupational Health and Safety; Establish and maintain procedures for identifying hazards, and assessing and controlling risks; Establish and maintain a quality Occupational Health and Safety management system.  
Required Reading To be advised  
Nominal Hours 50-60 Hours  
Assessment As per accredited curriculum  

BSMG050A REVIEW AND DEVELOP BUSINESS PLANS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Develop tactical and operational plans; Review business systems.  
Required Reading To be advised  
Nominal Hours 60 Hours  
Assessment As per accredited curriculum  

BSMG050A MANAGE CUSTOMER FOCUS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Determine customer requirements; Manage delivery of products and services to customers; Monitor and evaluate quality of customer service.  
Required Reading To be advised  
Nominal Hours 60 Hours  
Assessment As per accredited curriculum  

BSMG050A MANAGE BUSINESS OPERATIONS  
Campus To be advised  
Prerequisite(s) To be advised  
Content Implement tactical and operational plans; Monitor performance; Respond to performance data.  
Required Reading To be advised  
Nominal Hours 60 Hours  
Assessment As per accredited curriculum  

BSMG050A PROVIDE LEADERSHIP ACROSS THE ORGANISATION  
Campus To be advised  
Prerequisite(s) To be advised  
Content Communicate organisational mission and goals; Influence groups and individuals; Build and support teams; Demonstrate personal and professional competence.  
Required Reading To be advised  
Nominal Hours 60 Hours  
Assessment As per accredited curriculum  

BSMG050A MANAGE KNOWLEDGE AND INFORMATION  
Campus To be advised  
Prerequisite(s) To be advised  
Content Obtain information relevant to business issues; Analyse information and knowledge; Make decisions on business issues identified; Disseminate information to the organisation.  
Required Reading To be advised  
Nominal Hours 60 Hours  
Assessment As per accredited curriculum  

BSMG050A MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT  
Campus To be advised  
Prerequisite(s) To be advised  
Content Review programs, systems and processes; Develop options for continuous improvement; Implement innovative processes.  
Required Reading To be advised  
Nominal Hours 60 Hours  
Assessment As per accredited curriculum
BSBMGT609A MANAGE RISK
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop risk management plan; Implement risk management plan; Evaluate risk management plan.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMGT610A MANAGE ENVIRONMENTAL MANAGEMENT SYSTEMS
Campus: To be advised
Prerequisite(s): To be advised
Content: Establish an environmental management system; Manage innovation and improvement; Review environmental management system.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBMKG301A RESEARCH THE MARKET
Campus: To be advised
Prerequisite(s): To be advised
Content: Collect and present information on the internal business environment; Collect and present information on the external business environment; Investigate new or emerging factors in the market; Record market data.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG302A IDENTIFY MARKETING OPPORTUNITIES
Campus: To be advised
Prerequisite(s): To be advised
Content: Confirm business needs; Identify market needs; Identify marketing opportunities.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG303A DRAFT AN ELEMENTARY MARKETING AUDIT REPORT
Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare for a marketing audit; Identify the form of a marketing audit; Conduct an external marketing audit; Conduct an internal marketing (self) audit; Prepare a draft marketing audit report.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBMKG304A PROFILE THE MARKET
Campus: To be advised
Prerequisite(s): To be advised
Content: Segment the market; Identify the target market; Profile target audience; Develop a positioning strategy.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG402A ANALYSE CONSUMER BEHAVIOUR FOR SPECIFIC MARKETS
Campus: To be advised
Prerequisite(s): To be advised
Content: Confirm product/service market; Assess the reasons for existing levels of consumer interest; Recommend a focus of appeal for marketing strategies for a product/service.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG403A ANALYSE MARKET DATA
Campus: To be advised
Prerequisite(s): To be advised
Content: Interpret trends and market developments; Interpret competitor market performance; Report on market data.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG404A FORECAST MARKET AND BUSINESS NEEDS
Campus: To be advised
Prerequisite(s): To be advised
Content: Build and maintain networks; Review current business performance and capability; Evaluate the market; Articulate the needs of the market and the business.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSBMKG405A IMPLEMENT AND MONITOR MARKETING ACTIVITIES
Campus: To be advised
Prerequisite(s): To be advised
Content: Review the marketing mix for the business; Implement marketing activities; Monitor and review marketing performance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBMKG406A BUILD CLIENT RELATIONSHIPS
Campus: To be advised
Prerequisite(s): To be advised
Content: Initiate interpersonal communication with clients; Establish client relationship management strategies; Maintain and improve ongoing relationships with clients.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

BSBMKG407A MAKE A PRESENTATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare the presentation; Deliver a presentation; Review the presentation.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
VICTORIA UNIVERSITY TAFE HANDBOOK 2003

BSBMKG501A EVALUATE MARKETING OPPORTUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Identify marketing opportunities; Investigate marketing opportunities; Evaluate required changes to current operations.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBMKG502A ESTABLISH AND ADJUST THE MARKETING MIX

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate the significance of each component of the marketing mix and their inter-relationships; Determine the marketing mix for the specific markets; Monitor and adjust marketing mix.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

BSBMKG503A DEVELOP A MARKETING COMMUNICATIONS PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Develop marketing communication objectives; Determine the marketing communications mix; Set a promotional budget; Prepare an integrated marketing communications plan.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBMKG504A IMPLEMENT A MARKETING SOLUTION

Campus To be advised
Prerequisite(s) To be advised
Content Implement marketing strategies; Monitor marketing strategies; Evaluate and improve marketing performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG505A REVIEW MARKETING PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Review customer requirements; Confirm market demand; Review product/service features; Monitor and improve marketing performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSBMKG506A DEVELOP MARKETING STRATEGIES

Campus To be advised
Prerequisite(s) To be advised
Content Scope marketing opportunities; Develop marketing strategies.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG602A DEVELOP A MARKETING PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Identify strategic direction; Review marketing performance; Formulate marketing objectives; Devise marketing strategies; Plan marketing tactics; Prepare and present a marketing plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG603A MANAGE THE MARKETING PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content Formulate strategic marketing objectives; Manage marketing performance; Manage marketing personnel; Evaluate and improve strategic marketing performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBMKG604A DEVELOP AND MANAGE DIRECT MARKETING CAMPAIGNS

Campus To be advised
Prerequisite(s) To be advised
Content Develop direct marketing strategies; Develop a marketing plan for a direct marketing campaign; Manage direct marketing campaign production processes; Direct campaign implementation; Evaluate direct marketing campaign effectiveness.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSBMKG605A EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES

Campus To be advised
Prerequisite(s) To be advised
Content Review the global market environment; Assess international business and e-commerce market factors; Identify risk factors for international marketing opportunities; Investigate international business and e-commerce marketing opportunities.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

BSBMKG606A MANAGE INTERNATIONAL MARKETING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Formulate international marketing objectives; Determine international marketing approach; Determine operational structures; Manage international marketing performance; Evaluate and improve international marketing performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

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<table>
<thead>
<tr>
<th>Module/Unit Details</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>BSBSBM301A RESEARCH BUSINESS OPPORTUNITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify business opportunities; Identify personal business skills.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBSBM401A ESTABLISH BUSINESS AND LEGAL REQUIREMENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify and implement business legal requirements; Comply with legislation, codes and regulatory requirements; Negotiate and arrange contracts.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>BSBSBM402A UNDERTAKE FINANCIAL PLANNING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Analyse the financial requirements of the business; Develop a financial plan; Acquire finance.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSBM403A PROMOTE THE BUSINESS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop marketing strategies; Determine a marketing mix for the business; Implement marketing strategies; Monitor and improve marketing performance.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSBM404A UNDERTAKE BUSINESS PLANNING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify elements of a business plan; Develop a business plan; Develop strategies for minimising risks.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSBM405A MONITOR AND MANAGE BUSINESS OPERATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop operational strategies; Implement operational strategies; Monitor business performance; Maintain networks; Review business operations.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSBM406A MANAGE FINANCES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Maintain financial records; Implement financial plan; Monitor financial performance.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSBM407A MANAGE A SMALL TEAM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop staffing plan; Recruit, induct and train the team; Address industrial relations issues; Maintain staff records; Manage staffing issues; Review team performance.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSLS301A DEVELOP PRODUCT KNOWLEDGE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Acquire knowledge of products in a specified area; Convert product knowledge into benefits; Evaluate competitors' products.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSLS302A IDENTIFY SALES PROSPECTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Employ prospecting methods; Qualify prospects; Manage prospect information.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSLS303A PRESENT A SALES SOLUTION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare for presentation; Present a sales solution; Manage buyer resistance.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BSBSLS304A SECURE PROSPECT COMMITMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Respond to buying signals; Negotiate the sale; Finalise the agreement.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
BSBSLS305A SUPPORT POST-SALE ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Process the order; Deliver support to agreed expectations; Handle client feedback.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

BSBSLS306A SELF-MANAGE SALES PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Establish an individualised sales plan; Manage stress; Manage time; Manage paperwork and reports.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX001/ A EVALUATE A BUSINESS OPPORTUNITY
Campus City King.
Prerequisite(s) Nil
Content Preliminary investigation of a business opportunity to assess its viability and how well it conforms with current personal and business direction.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX002/ A COMPLETE A BUSINESS PLAN
Campus City King.
Prerequisite(s) Nil
Content Development of an integrated business plan as a guide to achieving specific business objectives in accordance with perceived client needs and business.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX003/ A ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Campus City King.
Prerequisite(s) Nil
Content Identifying and complying with legal and administrative requirements in the process of setting up and maintaining a small business; Includes risk minimisation, insurance, establishing a business structure and legal rights regarding production and use of production and use of products and the provision of services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/01 EVALUATE A BUSINESS OPPORTUNITY
Campus To be advised
Prerequisite(s) To be advised
Content Clarify personal expectations, values, skills and experience; Identify a business opportunity; Investigate the business opportunity; Determine nature of products/services to be provided; Establish market needs for the product/service.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/ 02 COMPLETE A BUSINESS PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Specify business goals and objectives; Identify need for specialist services; Formulate business plan; Apply the business plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX023/ 03 ADDRESS LEGAL AND ADMINISTRATIVE REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Establish legal structure of business; Comply with statutory and regulatory requirements; Establish rights to products/services; Secure rights to products/services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

BSX023/ 05 MANAGE BUSINESS OPERATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Develop operational strategies; Implement operational strategies; Monitor operational performance; Explore opportunities to improve performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX023/ 07 MANAGE FINANCES
Campus To be advised
Prerequisite(s) To be advised
Content Translate financial plan into strategies; Implement financial strategies; Monitor financial performance; Explore opportunities to improve financial performance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX154L403 APPLY SKILLS IN TIME MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of project schedules; apply personal time management procedures; apply schedule management skills; participate in assessing time management.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
BSX 154L 404 APPLY SKILLS IN COST MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of the project budget; Monitor project costs; Contribute to cost finalisation process.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX 154L 405 APPLY SKILLS IN QUALITY MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Contribute to quality planning; Contribute to implementation of project quality assurance; Contribute to continuous improvement process.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX 154L 501 GUIDE APPLICATION OF PROJECT INTEGRATIVE PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Implement integration of the nine functions of project management; Coordinate internal and external environments; Implement project activities throughout life cycle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

BSX 154L 602 MANAGE PROJECT SCOPE
Campus To be advised
Prerequisite(s) To be advised
Content Manage project authorisation; Define and plan project scope; Manage project scope.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX 154L 603 MANAGE TIME
Campus To be advised
Prerequisite(s) To be advised
Content Develop project schedules; Manage project schedules; Analyse time management outcomes.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX 154L 604 MANAGE COST
Campus To be advised
Prerequisite(s) To be advised
Content Develop project budget; Manage project costs; Manage financial completion.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSX 154L 605 MANAGE QUALITY
Campus To be advised
Prerequisite(s) To be advised
Content Develop quality requirements; Manage quality assurance; Improve project quality.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI304A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Campus City King, Sunshine, Workplace
Prerequisite(s) Nil
Content Team planning; Commitment and cooperation; Team performance; Work team/group.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI404A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Campus To be advised
Prerequisite(s) To be advised
Content Participate in team planning; Develop team commitment and co-operation; Manage and develop team performance; Participate in, lead and facilitate the work team.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

BSXFMI501A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
Campus City King, Sunshine, Workplace
Prerequisite(s) Nil
Content Self management techniques; Prioritising; Professional competency.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

BSXFMI502A PROVIDE LEADERSHIP IN THE WORKPLACE
Campus City King, Sunshine, Workplace
Prerequisite(s) Nil
Content Standards of management performance; Enterprise's image; Influencing individuals and teams; Making informed decisions.
Required Reading To be advised
Nominal Hours 40-60 Hours
Assessment As per accredited curriculum

BSXFMI503A ESTABLISH AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
Campus City King, Sunshine, Workplace, Sunbury
Prerequisite(s) Nil
Content Developing and maintaining positive relationships in internal and external environments so that organisations achieve planned outputs/outcomes; Trust and evidence; Networks and relationships.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum
BSXFMI504A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS

Campus: City King, Sunshine, Workplace.
Prerequisite(s): Nil
Content: Team planning; Commitment and cooperation; Team performance; Customer group.
Required Reading: To be advised
Nominal Hours: 40-60 Hours
Assessment: As per accredited curriculum

BSXFMI505A MANAGE OPERATIONS TO ACHIEVE PLANNED OUTCOMES

Campus: City King, Sunshine, Workplace.
Prerequisite(s): Nil
Content: Profit/productivity targets; Operational plans; Operational performance; Resource usage.
Required Reading: To be advised
Nominal Hours: 50-60 Hours
Assessment: As per accredited curriculum

BSXFMI507A MANAGE QUALITY CUSTOMER SERVICE

Campus: City King, Sunshine, Workplace.
Prerequisite(s): Nil
Content: Internal and external customer requirements; Delivery of quality products; Customer Service.
Required Reading: To be advised
Nominal Hours: 50-60 Hours
Assessment: As per accredited curriculum

BSXFMI508A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT

Campus: City King, Sunshine, Workplace.
Prerequisite(s): Nil
Content: Legislation, codes and standards; Safety requirements and performance; Non-conformance.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSXFMI509A IMPLEMENT AND MONITOR CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES

Campus: City King, Sunshine, Workplace.
Prerequisite(s): Nil
Content: Continuous improvement systems and processes; Monitoring, adjusting and reporting performance; Consolidating opportunities for further improvement.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

BSZ401A PLAN ASSESSMENT

Campus: To be advised
Prerequisite(s): Nil
Content: Establish evidence required for a specific context; Establish suitable assessment method(s); Develop assessment tools appropriate to a specific assessment context; Trial assessment procedure.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

BSZ402A CONDUCT ASSESSMENT

Campus: To be advised
Prerequisite(s): Nil
Content: Identify and explain the context of assessment; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to persons being assessed; Report on the conduct of the assessment.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

BSZ403A REVIEW ASSESSMENT

Campus: To be advised
Prerequisite(s): Nil
Content: Review the assessment procedure(s); Check consistency of assessment decision; Report review findings.
Required Reading: To be advised
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

BSZ404A TRAIN SMALL GROUPS

Campus: To be advised
Prerequisite(s): Nil
Content: Prepare for training; Deliver training; Provide opportunities for practices; Review training.
Required Reading: To be advised
Nominal Hours: 30-40 Hours
Assessment: As per accredited curriculum

BSZ405A PLAN AND PROMOTE A TRAINING PROGRAM

Campus: To be advised
Prerequisite(s): Nil
Content: Identify the competency needs; Document training program requirements; Identify program resources; Promote training.
Required Reading: To be advised
Nominal Hours: 15-50 Hours
Assessment: As per accredited curriculum

BSZ406A PLAN A SERIES OF TRAINING SESSIONS

Campus: To be advised
Prerequisite(s): Nil
Content: Identify training requirements; Develop outlines of training sessions; Develop training materials; Develop training sessions; Arrange resources.
Required Reading: To be advised
Nominal Hours: 15-30 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ407A</td>
<td>DELIVER TRAINING SESSIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Prepare training participants; Present training session; Facilitate individual and group learning; Provide opportunities for practice and feedback; Review delivery of training session.</td>
</tr>
<tr>
<td>BSZ408A</td>
<td>REVIEW TRAINING</td>
<td>TBA</td>
<td>Nil</td>
<td>Record training data; Evaluate training; Report on training.</td>
</tr>
<tr>
<td>BSZ501A</td>
<td>ANALYSE COMPETENCY REQUIREMENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify client competency needs; Undertake needs analysis; Confirm findings of research; Document competency requirements; Validate competencies and implementation plan.</td>
</tr>
<tr>
<td>BSZ502A</td>
<td>DESIGN AND ESTABLISH THE TRAINING SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine boundaries of the training; Determine training system features; Match needs with resources; Design and develop a training records system; Establish procedures for the review of training; Select and provide for training of system users; Establish quality assurance procedures.</td>
</tr>
<tr>
<td>BSZ503A</td>
<td>DESIGN AND ESTABLISH THE ASSESSMENT SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine client needs; Determine assessment boundaries; Establish assessment system features; Match needs with resources; Design and develop record system; Establish procedures for the review of assessment; Select and provide for training and support of assessors; Establish quality assurance procedures.</td>
</tr>
<tr>
<td>BSZ504A</td>
<td>MANAGE THE TRAINING AND ASSESSMENT SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Communicate the system; Support trainers and/or assessors; Manage the record keeping system; Maintain quality assurance procedures; Maintain records for audits.</td>
</tr>
<tr>
<td>BSZ505A</td>
<td>EVALUATE THE TRAINING AND ASSESSMENT SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan a system evaluation; Conduct the evaluation; Report on evaluation findings; Develop intervention strategies.</td>
</tr>
<tr>
<td>BSZ506A</td>
<td>DEVELOP ASSESSMENT PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish evidence requirements; Identify assessment methods; Identify potential available assessment tools; Trial the assessment methods and tools; Document assessment procedures.</td>
</tr>
<tr>
<td>BSZ507A</td>
<td>DEVELOP ASSESSMENT TOOLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify the context for the assessment tool; Draft assessment tools in accordance with plan; Develop instructions for assessment tools; Pilot the assessment tools; Validate assessment tools; Finalise assessment tools.</td>
</tr>
<tr>
<td>BSZ508A</td>
<td>DESIGN TRAINING COURSES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine the need for a course; Identify the learner profile; Develop course structure; Determine the training and assessment requirements; Define the training content; Develop course monitoring arrangements; Identify career/educational pathways.</td>
</tr>
</tbody>
</table>

**Nominal Hours:**
- BSZ407A: 15-50 Hours
- BSZ408A: 15 Hours
- BSZ501A: 50 Hours
- BSZ502A: 40 Hours
- BSZ503A: 40 Hours
- BSZ504A: 40 Hours
- BSZ505A: 45 Hours
- BSZ506A: 25 Hours
- BSZ507A: 25 Hours
- BSZ508A: 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>BT20099</td>
<td>CONTEMPORARY HEALTH ISSUES</td>
<td>City King</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT48657</td>
<td>PATHOLOGY 1</td>
<td>City King</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>34 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT48851</td>
<td>FUNDAMENTALS OF ANATOMY &amp; PHYSIOLOGY</td>
<td>City King</td>
<td>To be advised</td>
<td>The fundamentals of human anatomy and an understanding of the physiology of the body systems.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62008</td>
<td>PERSONAL COMMUNICATION SKILLS</td>
<td>City King</td>
<td>To be advised</td>
<td>Experiential training for effective communication and interaction with clients.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62013</td>
<td>MASSAGE PRACTICE 1</td>
<td>City King</td>
<td>To be advised</td>
<td>A simulated clinic where students give massages to members of the public including taking a thorough medical history.</td>
<td>To be advised</td>
<td>61 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62016</td>
<td>PHYSIOLOGY OF EXERCISE</td>
<td></td>
<td>To be advised</td>
<td>The major concepts of exercise physiology and the relationship to cardiovascular and environmental physiology; Bioenergetic concepts, energy metabolism and physical training issues are included.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62018</td>
<td>BUSINESS PROCEDURES 1G</td>
<td></td>
<td>To be advised</td>
<td>Financial, legal and marketing skills to enable the learner to establish a small business in massage.</td>
<td>To be advised</td>
<td>34 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62019</td>
<td>LIFE SKILLS DEVELOPMENT</td>
<td></td>
<td>To be advised</td>
<td>Identify the psychosocial concepts relevant to the professional massage therapist in providing holistic care.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62240</td>
<td>MASSAGE 1</td>
<td></td>
<td>To be advised</td>
<td>This unit covers the skills, equipment and environment necessary to give a relaxation massage.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62259</td>
<td>ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPISTS</td>
<td></td>
<td>To be advised</td>
<td>This unit covers knowledge specific to the work of a Massage Therapist, particularly musculo-skeletal anatomy.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62277</td>
<td>SURFACE ANATOMY</td>
<td></td>
<td>To be advised</td>
<td>By using palpation, visualisation and observation you will identify the major internal and external structures of the body.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62301</td>
<td>THEORY OF MOVEMENT</td>
<td></td>
<td>To be advised</td>
<td>A study of body mechanics with particular reference to muscle action and correct application of force and load.</td>
<td>To be advised</td>
<td>51 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>BT62310</td>
<td>PRINCIPLES OF FOOT REFLEXOLOGY</td>
<td></td>
<td>To be advised</td>
<td>A study of the reflex zones and the relationship to the body including treatment by reflexology.</td>
<td>To be advised</td>
<td>34 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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

BT62374 PRINCIPLES OF ACUPRESSURE

Campus: City King
Prerequisite(s): To be advised
Content: An integrated theoretical and practical understanding of acupressure; A cross cultural awareness of different systems of bodywork will be covered.
Required Reading: To be advised
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

BT62500 NUTRITION FOR MASSAGE THERAPISTS

Campus: City King
Prerequisite(s): To be advised
Content: Appropriate nutrition is essential for optimum health. A broad range of nutritional approaches and their effects will be studied.
Required Reading: To be advised
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

BT62501 POSTURAL MASSAGE TECHNIQUES

Campus: City King
Prerequisite(s): To be advised
Content: This unit will cover massage techniques for common conditions, postural observation and the professional requirements of a Massage Therapist.
Required Reading: To be advised
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

BT62502 POSTURAL MASSAGE PRACTICAL

Campus: City King
Prerequisite(s): To be advised
Content: Building on the previous unit this subject covers massage techniques for sporting situations including pre and post event and training massage.
Required Reading: To be advised
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

BT62503 ADAPTED 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: 34 Hours
Assessment: As per accredited curriculum

BT62505 ADVANCED MASSAGE TECHNIQUES

Campus: City King
Prerequisite(s): To be advised
Content: A thorough understanding and the practical application of manual lymph drainage massage, myofascial release and counterstrain techniques.
Required Reading: To be advised
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

BT62506 TRIGGER POINT THERAPY AND MASSAGE FOR JOINTS

Campus: City King
Prerequisite(s): To be advised
Content: An understanding of joint restriction and appropriate massage to increase range of movement; Types of Trigger Points and treatment options will be covered by palpation and theoretical understanding.
Required Reading: To be advised
Nominal Hours: 34 Hours
Assessment: As per accredited curriculum

BT62507 CLINICAL PRACTICE

Campus: City King
Prerequisite(s): To be advised
Content: Experience in a simulated massage clinic under teacher supervision.
Required Reading: To be advised
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

BT62508 RESTORATIVE PRACTICUM

Campus: City King
Prerequisite(s): To be advised
Content: Physical observation, assessment and evaluation to determine the source of pain or postural problems; Students will have the opportunity to have supervised client experience.
Required Reading: To be advised
Nominal Hours: 46 Hours
Assessment: As per accredited curriculum

BT62509 SPORT AND RECREATION MASSAGE

Campus: City King
Prerequisite(s): To be advised
Content: This unit enables the student to expand on a basic sports massage with further techniques.
Required Reading: To be advised
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum
BTG210 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

CHCAC2A ASSIST WITH AGED PEOPLE’S PERSONAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Assisting aged people to meet daily living needs including nourishment, mobility, personal hygiene and other support within the plan care.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

CHCAC3A ORIENTATION TO AGED CARE WORK

Campus To be advised
Prerequisite(s) To be advised
Content Work is performed within a legal and ethical framework and supports the rights and interests of the aged people and follows appropriate reporting mechanisms to meet duty of care requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCAC6A PROVIDE SERVICES TO AGED PEOPLE

Campus To be advised
Prerequisite(s) Nil
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

C.1 COMMUNICATIONS

Campus To be advised
Prerequisite(s) NSC006, NSC009, NSC12, NSC15
Content Skills and knowledge necessary for Plumbers to communicate in areas related to working in the Building and Construction Industry.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

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

C.2 PLANS & SPECIFICATIONS

Campus To be advised
Prerequisite(s) Nil
Content Necessary skills to successfully conduct a small business as a plumbing contractor.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

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

C.3 SMALL BUSINESS MANAGEMENT

Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills required to read, understand, interpret and cross reference construction services drawings an specifications with each other and with all other construction drawings and specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCAC12A PROVIDE SERVICES TO MEET AGED PEOPLE’S PERSONAL NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Aged people’s personal needs are identified and monitored according to organisational guidelines and programs within limits of work role and responsibilities; Services are provided to meet and maintain aged people’s personal needs within limits or work role and responsibilities; Review client service within limits of work role and responsibilities.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

C.4 MEASURING AND LEVELING

Campus To be advised
Prerequisite(s) Nil
Content Skills and knowledge required to carry out complex measuring and levelling tasks related to plumbing work in the construction industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

C.5 PLUMBING TECHNOLOGY

Campus To be advised
Prerequisite(s) Ability to perform basic mathematical functions including +–x ÷ % √ and be able to interpret basic formula
Content Develop skills and knowledge in the areas of technology that are directly related to plumbing services.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCAC12A PROVIDE SERVICES TO MEET AGED PEOPLE’S PERSONAL NEEDS

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

CHCAOD1A INTRODUCTION TO THE ALCOHOL AND OTHER DRUGS SECTOR

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Develop knowledge of the alcohol and other drugs sector; Demonstrate commitment to the central philosophies of the alcohol and other drugs sector.  
Required Reading: To be advised  
Nominal Hours: 90 Hours  
Assessment: As per accredited curriculum

CHCAD1A SUPPORT COMMUNITY PARTICIPATION

Campus: To be advised  
Prerequisite(s): Nil  
Content: Work with individuals and the community to promote participation; Support existing community activities.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

CHCAOD8 WORK WITH CLIENTS WHO HAVE ALCOHOL AND/OR OTHER DRUG ISSUES

Campus: To be advised  
Prerequisite(s): To be advised  
Content: This unit relates to assessing client needs, providing a range of services to meet their needs, reviewing client progress and evaluating the work undertaken with clients.  
Required Reading: To be advised  
Nominal Hours: 150 Hours  
Assessment: As per accredited curriculum

CHCAL7A FULFIL FAMILY DAY CARE ADMINISTRATION REQUIREMENTS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Design and distribute information to parents; Provide care within guidelines and requirements; Complete financial records required; Organise insurance coverage; Organise leave arrangements.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

CHCCD2A PROVIDE COMMUNITY EDUCATION PROGRAMS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Working with the community to develop and provide education programs on relevant issues.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum

CHCCD3A MEET INFORMATION NEEDS OF THE COMMUNITY

Campus: TBA  
Prerequisite(s): Nil  
Content: Identify information requirements; Address information requirements.  
Required Reading: To be advised  
Nominal Hours: 70 Hours  
Assessment: As per accredited curriculum
CHCCD4A DEVELOP AND IMPLEMENT COMMUNITY PROGRAMS
Campus To be advised
Prerequisite(s) To be advised
Content Develop community programs to ensure maximum participation.
Required Reading To be advised
Nominal Hours 135-150 Hours
Assessment As per accredited curriculum

CHCCD5A DEVELOP COMMUNITY RESOURCES
Campus To be advised
Prerequisite(s) To be advised
Content Working with the community to develop relevant and effective resources to engender community support for initiatives aimed at specific groups.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD6A ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Work with the community to establish new organisations and networks.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD7A SUPPORT COMMUNITY RESOURCES
Campus TBA
Prerequisite(s) Nil
Content Develop an information base; Establish relationship with key people; Apply strategies for linking people; Maintain community facilities and resources.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCD8A SUPPORT COMMUNITY ACTION
Campus To be advised
Prerequisite(s) To be advised
Content Supporting the community to represent their own needs through social and public action.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD9A SUPPORT COMMUNITY LEADERSHIP
Campus To be advised
Prerequisite(s) To be advised
Content Designing, providing and promoting a supporting structure and environment to enable effective and viable leadership to be provided within the community.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCCD10A PROVIDE ADVOCACY & REPRESENTATION
Campus To be advised
Prerequisite(s) To be advised
Content Representing the interests of the community and/or the community services industry. Representation will include the development of community representative and industry participative roles and position in decision making forums.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

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

CHCCD15A UNDERTAKE SYSTEMS ADVOCACY
Campus To be advised
Prerequisite(s) To be advised
Content Obtain, analyse and document information relevant to the needs of people; Work with stakeholders to develop strategies to address identified needs; Advocate for and facilitate the implementation of strategies developed to address specific needs.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum
CHCCHILD1A WORK WITHIN LEGISLATIVE AND ETHICAL REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Work within ethical and legal guidelines; Support and safeguard the interests and rights of the child; Support and safeguard the safety of the child; Report indications of possible abuse.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCHILD2A SUPPORT THE RIGHTS AND SAFETY OF CHILDREN WITHIN DUTY OF CARE REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Work ethically; Identify indicators of abuse and act appropriately; Safeguard the rights and interests of children.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CHCCM1A UNDERTAKE CASE MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Provide for client needs and monitor progress on a regular basis; Promote client's development.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCM2A ESTABLISH AND MONITOR A CASE PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Develop a case management plan; Define plan implementation procedures; Establish review and evaluation systems.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCCM3A DEVELOP, FACILITATE AND MONITOR ALL ASPECTS OF CASE MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Conduct case management meetings, develop an appropriate approach to case management, develop an appropriate case management plan and manage case work activities and processes.
Required Reading To be advised
Nominal Hours 50-75 Hours
Assessment As per accredited curriculum

CHCCN1A MAINTAIN A HEALTHY AND SAFE ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Maintain a clean and hygienic environment; Provide a safe environment; Supervise the safety of children.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited curriculum

CHCCN2A PROVIDE PHYSICAL CARE
Campus To be advised
Prerequisite(s) To be advised
Content Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Administer medication within guidelines; Respond to threats and situations of danger.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCN3A PREPARE FOOD
Campus To be advised
Prerequisite(s) To be advised
Content Plan food and drink provision; Prepare food suitable for children.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCN4A RESPOND TO ILLNESS, ACCIDENTS AND EMERGENCIES
Campus To be advised
Prerequisite(s) To be advised
Content Implement procedures for infection control and prevention; Recognise and respond to signs of potential illness; Respond to emergencies and accidents; Administer medication within guidelines; Respond to threats and situations of danger.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCCN5A SUPPORT THE EMOTIONAL WELLBEING OF BABIES/INFANTS
Campus To be advised
Prerequisite(s) To be advised
Content Develop the child's capacity to care for their own physical needs; Establish an environment that encourages the child to complete tasks themselves; Create opportunities for children to develop their understanding of physical needs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCN6A TRAVEL WITH CHILDREN SAFELY
Campus To be advised
Prerequisite(s) To be advised
Content Develop the child's capacity to care for their own physical needs; Establish an environment that encourages the child to complete tasks themselves; Create opportunities for children to develop their understanding of physical needs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCCN7A FOSTER CHILDREN'S SELF HELP SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Develop the child's capacity to care for their own physical needs; Establish an environment that encourages the child to complete tasks themselves; Create opportunities for children to develop their understanding of physical needs.
<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>CHCCN8A</td>
<td>PLAN CARE ROUTINES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan daily routine; Adapt and change routines.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCN10A</td>
<td>SUPPORT THE EMOTIONAL NEEDS OF CHILDREN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Provide a supportive relationship; Respond to children's emotional needs; Respond to emotional distress and children's problems; Develop children's sense of belonging in the service; Prepare children for change.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCN11A</td>
<td>GUIDE THE ESTABLISHMENT AND MAINTENANCE OF A SAFE ENVIRONMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Assess and improve the safety of environments; Coordinate the response to accidents and emergencies; Plan and monitor supervision; Promote hygiene and safety practices; Promote appropriate practices to respond to illnesses; Monitor travel and excursions; Provide guidance to workers when abuse is identified or investigated; Monitor care provided by others.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCN1A</td>
<td>SUPPORT BABIES' NEEDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Respond to babies/infants cues; Assist in the response to babies/infants needs.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCNAA</td>
<td>COMMUNICATE WITH PEOPLE ACCESSING THE SERVICES OF THE ORGANISATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Communicate with clients of the organisation appropriately; Present a positive image of the service to the public.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCOM1A</td>
<td>COMMUNICATE APPROPRIATELY WITH CLIENTS AND COLLEAGUES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Exercising effective communication skills in the workplace.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCOM3A</td>
<td>UTILISE SPECIALIST COMMUNICATION SKILLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Effective communication in the workplace and applying specialist communication techniques.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCOM4A</td>
<td>DEVELOP, IMPLEMENT &amp; PROMOTE EFFECTIVE COMMUNICATION TECHNIQUES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Applying higher level communication skills required for effective operation in the workplace.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCS0A</td>
<td>DELIVER SERVICES TO CLIENTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Applying defined organisational services which address the needs of clients</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCS1A</td>
<td>DELIVER AND MONITOR SERVICE TO CLIENTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Meeting the specific needs of a broad range of existing and new clients within a defined framework.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCS2A</td>
<td>DELIVER AND DEVELOP CLIENT SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identifying a range of service options which meet existing client needs.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Code</td>
<td>Title</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>CHCCS5A</td>
<td>IDENTIFY AND ADDRESS SPECIFIC CLIENT NEEDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish a rapport with clients; Extract and analyse information of client needs; Match services to client needs.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCS6A</td>
<td>ASSESS AND DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Assess and analyse client needs to ensure they can be met; Identify and provide for the delivery of services to meet client needs; Evaluate client service delivery.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCS7A</td>
<td>COORDINATE THE ASSESSMENT AND DELIVERY OF SERVICES TO CLIENTS WITH PARTICULAR NEEDS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify program requirements for individual clients, coordinate program delivery to ensure client needs are addressed and coordinate the evaluation of client service delivery.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCCW11A</td>
<td>OPERATE UNDER A CASE WORK FRAMEWORK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish an appropriate working relationship with clients; Uphold the rights and responsibilities of clients.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCDIS1A</td>
<td>ORIENTATION TO DISABILITY WORK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Work is performed ethically, supports the rights and interests of people with disabilities and follows appropriate reporting mechanisms to meet duty of care requirements.</td>
<td>To be advised</td>
<td>47–50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCDIS2A</td>
<td>MAINTAIN AN ENVIRONMENT DESIGNED TO EMPOWER PEOPLE WITH DISABILITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCDIS3A</td>
<td>PROVIDE SERVICES TO PEOPLE WITH DISABILITIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>This subject describes the competencies associated with responding to the physical, medicinal, health and safety, personal care and home maintenance requirements of people with disabilities. Clients will have differing support requirements and workers will manage physical contact, challenging behaviour and the use of equipment.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CHCDIS4A</td>
<td>DESIGN PROCEDURES FOR SUPPORT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>This unit describes the competencies used by staff to design modules for support including assessing requirements and designing and implementing procedures.</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
CHCDIS6A PLAN AND IMPLEMENT COMMUNITY INTEGRATION

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by staff to maximise the integration of people with disabilities in various community settings through planning, assessing locations, making necessary adaptation, liaising with families, and enhancing access to other services.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS7A DESIGN AND ADAPT SURROUNDINGS TO GROUP REQUIREMENTS

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies used by staff to design and implement measures to maximise convenience of use of various physical settings in the community at large for people with disabilities as a group through assessing and adapting locations and designing new locations.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCDIS9A MAXIMISE PARTICIPATION IN WORK BY PEOPLE WITH DISABILITIES

Campus To be advised
Prerequisite(s) To be advised
Content This unit describes the competencies performed by staff who support people with disabilities in a workplace to prepare for employment and maximise their performance through working safely and effectively, matching jobs and people and understanding related industrial issues.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

CHCDIS11A COORDINATE WORK IN THE DISABILITY SECTOR

Campus To be advised
Prerequisite(s) To be advised
Content Performing work within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of people with disabilities.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCFC1A SUPPORT THE DEVELOPMENT OF CHILDREN IN THE SERVICE

Campus To be advised
Prerequisite(s) To be advised
Content Support the development of children within the relevant age group; Support the physical development of children within the relevant age group; Support the social development of children within the relevant age group; Support the emotional and psychological development of children of the same age; Support the language development of children of the relevant age; Support the creative development of children of the relevant age.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCFC2A FOSTER THE PHYSICAL DEVELOPMENT OF CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Create opportunities for children to develop a wider range of physical skills; Provide experiences to support physical development of children; Interact with the child to foster skill development.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFC3A FOSTER THE SOCIAL DEVELOPMENT OF CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Provide opportunities for social interaction; Develop and promote positive interaction between children; Encourage children to accept diversity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFC4A FOSTER THE EMOTIONAL AND PSYCHOLOGICAL DEVELOPMENT OF CHILDREN

Campus To be advised
Prerequisite(s) To be advised
Content Foster the child's independence/autonomy; Foster each child's self esteem and developing self concept; Encourage the child to express their feeling, ideas and needs; Encourage children to support each other.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CHCFC5A FOSTER CHILDREN'S COGNITIVE DEVELOPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Help children develop thinking skills; Help children develop problem solving skills; Assist children to explore the world; Assist children to develop their understandings.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
CHCIC1A COMMUNICATE WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Communicate on an ongoing basis; Communicate with children to foster effective relationships; Assist children to communicate with others; Form positive relationships with children; Communicate with children on an ongoing basis; Respond to children's feelings behind their behaviour.

Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate inclusive practices; Support the development of inclusive policies; Promote respect for diversity among children.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Support the development of inclusive resources; Provide opportunities for children to participate in decision making; Support children to resolve difficulties and conflicts.

Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Promote positive behaviour; Respond to feelings behind behaviour; Apply limits and guidelines for behaviour; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate inclusive practices; Support the development of inclusive policies; Promote respect for diversity among children.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Promote positive behaviour; Respond to feelings behind behaviour; Apply limits and guidelines for behaviour; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate inclusive practices; Support the development of inclusive policies; Promote respect for diversity among children.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Promote positive behaviour; Respond to feelings behind behaviour; Apply limits and guidelines for behaviour; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate inclusive practices; Support the development of inclusive policies; Promote respect for diversity among children.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Promote positive behaviour; Respond to feelings behind behaviour; Apply limits and guidelines for behaviour; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate inclusive practices; Support the development of inclusive policies; Promote respect for diversity among children.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Promote positive behaviour; Respond to feelings behind behaviour; Apply limits and guidelines for behaviour; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate inclusive practices; Support the development of inclusive policies; Promote respect for diversity among children.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Promote positive behaviour; Respond to feelings behind behaviour; Apply limits and guidelines for behaviour; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC11A IMPLEMENT AND PROMOTE INCLUSIVE POLICIES AND PRACTICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate inclusive practices; Support the development of inclusive policies; Promote respect for diversity among children.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC2A GUIDE CHILDREN'S BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: Promote positive behaviour; Respond to feelings behind behaviour; Apply limits and guidelines for behaviour; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCIC4A WORK COLLABORATIVELY WITH CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Collaborate with children about their interests; Support children in learning about the decision making process.

Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
CHCINF1A PROCESS AND PROVIDE INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Correctly handling organisational information including incoming and outgoing communications and enquiries.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCINF2A MAINTAIN ORGANISATION’S INFORMATION SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Collecting, storing and providing accurate and current information to clients.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCINF3A COORDINATE INFORMATION SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Coordinating all aspects of information management including: collection, collation, storage and preparation of information in different formats depending on client needs.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCINF5A MEET STATUTORY AND ORGANISATIONAL INFORMATION REQUIREMENTS
Campus To be advised
Prerequisite(s) To be advised
Content Ensuring the information system of an organisation is effective and efficient.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCNET2A MAINTAIN EFFECTIVE NETWORKS
Campus To be advised
Prerequisite(s) To be advised
Content Establishing and maintaining formal and informal groups which directly impact on the effective operation of the organisation.
Required Reading To be advised
Nominal Hours 20–50 Hours
Assessment As per accredited curriculum

CHCNET3A DEVELOP NEW NETWORKS
Campus To be advised
Prerequisite(s) To be advised
Content Setting up formal networks which will benefit the organisation and the clients.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG1A FOLLOW THE ORGANISATION’S POLICIES, PROCEDURES AND PROGRAMS
Campus To be advised
Prerequisite(s) To be advised
Content Follow organisation guidelines and work ethically.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCORG2A WORK WITH OTHERS
Campus To be advised
Prerequisite(s) To be advised
Content Plan, communicate and work with others
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

CHCORG3A PARTICIPATE IN THE WORK ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES
Campus To be advised
Prerequisite(s) To be advised
Content Applying relevant occupational health and safety legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care and capacity to render first aid as required.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

CHCORG4A FOLLOW THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES (NURSING)
Campus To be advised
Prerequisite(s) To be advised
Content This subject introduces the student to the Occupational Health and Safety legislation and Codes of Practice, including Hazard Identification and Risk Control. The subject also introduces the principles of infection prevention for the Registered Nurse Division 2. It also includes the duties and responsibilities for the health care team.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CHCORG5A MAINTAIN AN EFFECTIVE WORK ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Meeting individual responsibilities within a work group.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
CHCORG6A COORDINATE THE WORK ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Undertaking supervisory and coordinating activities in work groups in community service organisations.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG7A MANAGE WORKPLACE ISSUES
Campus To be advised
Prerequisite(s) To be advised
Content Manage staff planning and recruitment; Manage work allocation; Evaluate workgroup effectiveness; Implement disciplinary and grievance procedures.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCORG8A 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

CHCORG9A MANAGE ORGANISATIONAL CHANGE
Campus To be advised
Prerequisite(s) To be advised
Content Fostering and implementing constructive and beneficial change in a complex organisation.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

CHCORG10A LEAD AND DEVELOP OTHERS
Campus To be advised
Prerequisite(s) To be advised
Content Provide leadership, direction and guidance to the organisation; Maximise own performance outcomes; Manage effective work relationships; Manage and improve the performance of individuals; Support, participate and review group development; Support and develop managers.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCORG11A 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

CHCORG12A DEVELOP AND MAINTAIN THE QUALITY OF SERVICE OUTCOMES
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate outcomes for clients accessing the service; Plan and implement changes/strategies to improve outcomes; Ensure client service standards and codes of practice; Manage quality assurance processes.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

CHCP&R2A CONTRIBUTE TO POLICY DEVELOPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Developing and analysing policies which impact on the client group and the work of the organisation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCP&R3A UNDERTAKE RESEARCH ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare a research plan; Implement appropriate research strategies; Organise and analyse information; Report the findings of the research.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

CHCP&R4A DEVELOP AND IMPLEMENT POLICY
Campus To be advised
Prerequisite(s) To be advised
Content Developing and applying policy initiatives in the workplace.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

CHCP&R5A MANAGE RESEARCH ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Initiating, managing and acting upon research and the resultant recommendations.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

CHCP&R6A FACILITATE PLAY AND LEISURE
Campus To be advised
Prerequisite(s) To be advised
Content Create an environment to foster play and leisure; Actively guide and facilitate children's play and leisure; Actively encourage children to enjoy play and leisure.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
CHCPR2A ORGANISE EXPERIENCES FOR CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Establish a stimulating and positive environment; encourage children's involvement in experiences; respond to unexpected occurrences; organise for excursions.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CHCPR3A OBSERVE CHILDREN

Campus: To be advised
Prerequisite(s): To be advised
Content: Gather information about the child; observe children's play; contribute to observation recording; contribute to program planning.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCPR4A PROVIDE OPPORTUNITIES AND EXPERIENCES TO ENHANCE CHILDREN'S DEVELOPMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: Establish an environment that can foster children's development; provide creative and challenging opportunities which stimulate learning and development of the child; plan and implement a program for the day; review and improve the plan.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCPR5A ENHANCE CHILDREN'S PLAY AND LEISURE

Campus: To be advised
Prerequisite(s): To be advised
Content: Ensure the environment fosters play and leisure; assist children to develop their play and leisure; assist children to participate in a wider range of play and leisure experiences; adopt a variety of roles to enhance play and leisure, as appropriate.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCPR9A USE OBSERVATIONS AND RECORDS

Campus: To be advised
Prerequisite(s): To be advised
Content: Gather detailed information about the child; record information in appropriate ways; use information from observations to develop understanding of the child; use information from observations with children and family members; use information to plan the program.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCPR10A FACILITATE THE DESIGN OF PROGRAMS OF THE SERVICE

Campus: To be advised
Prerequisite(s): To be advised
Content: Design programs with all those involved; design programs to enhance development of children; design programs which reflect the philosophy and goals of the service; design programs which are relevant to the cultural and social contexts of the children and their community; design programs which reflect a multicultural perspective.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCPR11A MONITOR AND EVALUATE PROGRAMS

Campus: To be advised
Prerequisite(s): To be advised
Content: Assess the progress of each child; evaluate the current programs.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CHCPR12A FACILITATE THE DEVELOPMENT OF PROGRAMS FOR CHILDREN WITH ADDITIONAL NEEDS

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan required resources; develop the program to meet the needs of the child; maintain communication with those involved.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCRF1A COMMUNICATE WITH FAMILY MEMBERS ABOUT THEIR CHILD

Campus: To be advised
Prerequisite(s): To be advised
Content: Establish a relationship with family members; exchange information with family members about the child; respond to a family member's concern about a child.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CHCRF11A WORK IN PARTNERSHIP WITH FAMILIES TO CARE FOR THE CHILD

Campus: To be advised
Prerequisite(s): To be advised
Content: Consult family members about the child, and the child's needs; reach agreement with family members about care practices; facilitate the transition to child care; provide opportunities for family members to participate in the service/program; provide information to parents about incidents and develop care strategies together; respond to a family member's concerns about a child.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum
CHCRF23A RESPOND TO PROBLEMS AND COMPLAINTS ABOUT THE SERVICE

Campus: To be advised
Prerequisite(s): To be advised
Content: Respond to a family member's concerns about their child; Acknowledge and address grievances and complaints; Effect resolution of complaints; Develop service.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CHCYTH1A WORK EFFECTIVELY WITH YOUNG PEOPLE

Campus: To be advised
Prerequisite(s): To be advised
Content: Operate effectively within the youth work context; Demonstrate effective approaches to working with young people.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CHCYTH3A SUPPORT YOUNG PEOPLE TO TAKE COLLECTIVE ACTION

Campus: To be advised
Prerequisite(s): To be advised
Content: Support individuals and groups of young people to take action to meet their needs or respond to community issues.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCYTH4A ASSIST YOUNG PEOPLE IN RESPONDING TO CRISIS

Campus: To be advised
Prerequisite(s): To be advised
Content: Responding to crises, including risk of violence to self or others or extreme emotional responses.
Required Reading: To be advised
Nominal Hours: 90 Hours
Assessment: As per accredited curriculum

CHCYTH5A MANAGE YOUTH PROGRAMS

Campus: To be advised
Prerequisite(s): To be advised
Content: Devising, setting up, coordinating, delivering and evaluating activities and programs for individuals and groups.
Required Reading: To be advised
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCYTH6A PROVIDE APPROPRIATE SERVICES TO YOUNG PEOPLE

Campus: To be advised
Prerequisite(s): To be advised
Content: Ensuring the provision of support to enable young people to choose and implement options to address their circumstances.
Required Reading: To be advised
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

CHCYTH7A RESPOND TO CRITICAL SITUATIONS INCLUDING RISK OF VIOLENCE

Campus: To be advised
Prerequisite(s): To be advised
Content: Responding to crises, including risk of violence to self or others or extreme emotional responses.
Required Reading: To be advised
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum
### CUECOR2A WORK WITH OTHERS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Participate in the work/group process; Contribute to the flow of information and ideas; Deal effectively with issues, problems and conflicts.  
**Required Reading** To be advised  
**Nominal Hours** 15 Hours  
**Assessment** As per accredited curriculum

### CUEDESIA DEVELOP THE DESIGN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify design requirements; Conduct research; Create initial design concepts.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### CUEDES2A PRESENT AND NEGOTIATE DESIGN

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Present design concepts; Finalise design brief; Negotiate terms and conditions.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### CUEEVT1A PLAN & MANAGE EVENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare for events; Prepare implementation strategy; Oversee event implementation.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### CUEFIN1A DEVELOP A BUDGET

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan for a budget; Develop and prepare budget.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### CUEFIN2A MANAGE A BUDGET

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Allocate funds; Monitor and control expenditure; Complete financial reports.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### CUEIND1A APPLY ORGANISATION & INDUSTRY KNOWLEDGE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Acquire and apply knowledge of: The organisation; The basic rights and responsibilities of the employer and employee; and the industry.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

### CUELGT5A OPERATE LIGHTING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Technical/dress rehearsal requirements; Pre-show procedures for operating lighting; Operate lighting; Post-performance procedures.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** As per accredited curriculum

### CUEMAR3A UNDERTAKE MARKETING ACTIVITIES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan, implement, review and report on marketing and promotional activities.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### CUEMUP2A DESIGN, APPLY AND REMOVE PERIOD MAKE-UP

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine period make-up requirements; Prepare to apply period make-up; Apply period make-up; Maintain period make-up; Remove period make-up.  
**Required Reading** To be advised  
**Nominal Hours** 160 Hours  
**Assessment** As per accredited curriculum

### CUEMUP3A DESIGN, APPLY AND REMOVE SPECIALISED MAKE-UP

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Developing creative specialised make-up designs in accordance with the requirements of the production; Applying State and local health and hygiene requirements and regulations; Applying safe work practices in regard to the provision of make-up services and safe use of product according to occupational health and safety requirements; Consistently using effective questioning and active listening techniques.  
**Required Reading** To be advised  
**Nominal Hours** 160 Hours  
**Assessment** As per accredited curriculum
### CUEMUP4A DESIGN, APPLY AND REMOVE SPECIAL EFFECTS MAKE-UP

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine special effects make-up requirements; Make prosthetics; Prepare to apply special effects make-up; Apply special effects make-up; Maintain special effects make-up; Remove prosthetics.  
**Required Reading** To be advised  
**Nominal Hours** 160 Hours  
**Assessment** As per accredited curriculum

### CUEMUP5A DRESS (STYLE) WIGS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine requirements for dressing hair; Create hair designs.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum

### CUEOH5A IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES.

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Provide information to the work group about occupational health and safety policies, procedures and programs; Implement and monitor participative arrangements for the management of occupational health and safety; Implement and monitor the organisation's procedures for identifying hazards and assessing risks; Implement and monitor the organisation's procedures for controlling risks; Implement the organisation's procedures for providing occupational health and safety training; Implement and monitor the organisation's procedure for maintaining occupational health and safety records.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum

### CUESMT5A ASSIST IN MAKING SETS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare to assist in making sets; Construct set elements; Work with others to package sets for transportation.  
**Required Reading** To be advised  
**Nominal Hours** 65 Hours  
**Assessment** As per accredited curriculum

### CUESMT4A PREPARE FOR REHEARSAL

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Interpret the creative parameters of the production; Identify and confirm production and rehearsal parameters; Prepare and run auditions; Locate, secure and prepare rehearsal facilities; Prepare, distribute and maintain required company documentation and production information.  
**Required Reading** To be advised  
**Nominal Hours** 140 Hours  
**Assessment** As per accredited curriculum

### CUESMT3A CO-ORDINATE REHEARSALS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Coordinate performers; Coordinate physical elements, director's performers' and technical requirements; Develop and maintain the prompt copy; Prompt performers; Monitor and maintain rehearsal process.  
**Required Reading** To be advised  
**Nominal Hours** 140 Hours  
**Assessment** As per accredited curriculum

### CUESMT4A CO-ORDINATE FINAL PRODUCTION PROCESS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Coordinate move from rehearsal facility to venue; Prepare performance area in venue; Oversee and facilitate technical preparation; Run technical and dress rehearsals.  
**Required Reading** To be advised  
**Nominal Hours** 120 Hours  
**Assessment** As per accredited curriculum

### CUESMT5A MANAGE THE PERFORMANCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Carry out pre-show procedures; Run the show; Prompt the performers; Undertake post-performance procedures; Maintain show; Prepare and coordinate non-regular performers.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### CUESMT6A FOLLOW SCORES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare score for rehearsal; Stage manage rehearsals with the score; Use the score to call the performance; Undertake post-performance procedures.  
**Required Reading** To be advised  
**Nominal Hours** 100 Hours  
**Assessment** As per accredited curriculum

### CUESOU1A REPAIR AND MAINTAIN SOUND EQUIPMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Repair sound equipment; Maintain sound equipment.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum
<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>CUESOU3A</td>
<td>OPERATE SOUND EQUIPMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Technical/dress rehearsal requirements; Pre-show procedures for operating sound; Operate sound equipment; Post-performance procedures.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUETEM2A</td>
<td>MANAGE SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Maintain inventory system; Maintain repair and maintenance system; Complete documentation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUETEM3A</td>
<td>ESTABLISH AND MANAGE RESOURCES AND TECHNICAL REQUIREMENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Establish technical/prodution requirements; Plan and acquire resource requirements; Manage construction or installation.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUEWHR19A</td>
<td>MAINTAIN WIGS AND HAIRPIECES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Select and use cleaning products and techniques; Cut and style wigs and hairpieces.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUEWHR20A</td>
<td>MAKE WIGS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Analyse and select hair type; Prepare hair; Colour hair; Perform process curl on a variety of hair types; Perform hair blending for texture; Make wigs; Make hair pieces and postiche; Fit wig or hairpiece.</td>
<td>To be advised</td>
<td>140 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFADM01A</td>
<td>PREPARE A PROPOSAL</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Analyse the project requirements; Determine ability to meet the requirements of the brief; Estimate the costs and availability of resources; Prepare the proposal/tender submission; Present the submission where appropriate; Obtain confirmed agreement where appropriate.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFEDT01A</td>
<td>MAKE CREATIVE AND TECHNICAL EDITING DECISIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Interpret the brief; Generate and assess ideas; Develop initial and/or on-going edit decisions; Communicate editing decisions, evaluate and make amendments; Monitor the editing process.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFEDT05A</td>
<td>OPERATE A NON-LINEAR EDITING SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare to use the editing equipment; Digitise the picture and sound footage; Edit the picture and sound footage according to the requirements of the brief; Refine the edit; Export the compiled sequences and files and archive the edit job; Complete work operations.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>CUFIMA07A</td>
<td>CREATE TITLES FOR SCREEN PRODUCTION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Receive and interpret the brief for the creation of titles; Identify items to be included in the titles; Generate and assess ideas; Produce and evaluate titles and other graphic items; Present the initial title compilation and make amendments.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
CUFGEN01A DEVELOP AND APPLY INDUSTRY KNOWLEDGE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Seek information on the structure and operation of the industry; Seek information on industry employment obligations and opportunities; Seek information on new technology; Update industry knowledge.

Required Reading: To be advised  
Nominal Hours: 15 Hours  
Assessment: As per accredited curriculum

CUFIMA05A CREATE 3D DIGITAL MODELS AND IMAGES

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify requirements for 3D digital models and images; Identify and select modelling and imaging software; Create digital 3D models and images; Test and evaluate 3D models.

Required Reading: To be advised  
Nominal Hours: 75 Hours  
Assessment: As per accredited curriculum

CUFIMA06A DEVELOP AND IMPLEMENT VISUAL EFFECTS DESIGNS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Receive and interpret the brief for visual effects design; Break down scripts to produce a plan for the visual effects; Generate and assess ideas; Conduct research and experimentation; Develop and document the visual effects design; Communicate design ideas and make amendments; Liaise with others to implement visual effects production.

Required Reading: To be advised  
Nominal Hours: 100 Hours  
Assessment: As per accredited curriculum

CUFMEM04A TEST A MULTIMEDIA PRODUCT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Determine the criteria for testing; Determine the methods to be used in testing the product; Test and review the multimedia product at agreed stages; Evaluate the final product.

Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

CUFMEM05A DESIGN A MULTIMEDIA PRODUCT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Determine the project requirements; Identify possible approaches and select the most appropriate; Produce a design for the multimedia project design; Review and confirm the design.

Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

CUFMEM07A APPLY PRINCIPLES OF VISUAL DESIGN AND COMMUNICATION TO THE DEVELOPMENT OF A MULTIMEDIA PRODUCT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Receive and interpret the brief; Generate and assess ideas; Conduct research; Select media/materials for use in a visual design and communication; Apply visual design and communication techniques; Evaluate visual and communication design techniques.

Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

CUFMEM08A APPLY PRINCIPLES OF INSTRUCTIONAL DESIGN TO A MULTIMEDIA PRODUCT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Receive and interpret the brief for the instructional design; Generate and assess ideas; Conduct research; Select an instructional design model; Plan and compose the instructional product; Evaluate instructional strategies and materials.

Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

CUFMEM09A APPLY PRINCIPLES OF GAME DESIGN TO A MULTIMEDIA PRODUCT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Receive and interpret the brief for the game design; Generate and assess ideas; Conduct research; Select a game design model; Compose the game elements; Evaluate game based on design principles.

Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

CUFMEM10A AUTHOR A MULTIMEDIA PRODUCT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify multimedia elements; Identify scope of authoring software; Use authoring software; Create multimedia sequence; Evaluate multimedia prototype; Transform prototype into final product.

Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

CUFMEM11A INTEGRATE AND USE SCRIPTING LANGUAGE IN AUTHORING A MULTIMEDIA PRODUCT

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Investigate mark-up and scripting options; Integrate mark-up and scripting language; Test mark-up and scripting language; Evaluate mark-up and scripting language.

Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum
CUFMEM10A DESIGN AND CREATE A MULTIMEDIA INTERFACE

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan an interface design; Develop the interface; Create the interface; Evaluate the interface.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUFMEM11A DESIGN THE NAVIGATION FOR A MULTIMEDIA PRODUCT

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan navigation; Develop navigation; Construct navigation; Evaluate navigation.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUFFPO09A CONDUCT A BRIEFING

Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare information for delivery; Present all necessary operational information by verbal briefing; Present all necessary safety information by verbal briefing; Render artwork.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CUFRAD01A ORIGINATE AND DEVELOP THE CONCEPT

Campus: To be advised
Prerequisite(s): To be advised
Content: Clarify creative ideas; Investigate approaches to the realisation of the idea; Evaluate possible approaches; Develop the concept to an operational level.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUFRAD02A DEVELOP AND IMPLEMENT DESIGNS

Campus: To be advised
Prerequisite(s): To be advised
Content: Receive and interpret the brief for product design; Breakdown scripts to produce plots; generate and assess ideas; Conduct research; Develop and document the product design; Communicate design ideas and make amendments; Liaise with others to implement product realisation.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUFWRT07A WRITE AN INTERACTIVE SEQUENCE FOR MULTIMEDIA

Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare to write the interactive sequence; Write the interactive sequence; Re-evaluate the interactive sequence; Obtain approval from relevant personnel.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB201A ASSIST CLIENTS TO USE AN INFORMATION SERVICE EFFECTIVELY

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Assist clients to make effective use of information providers’ services and facilities; practitioners assist clients to access the facilities or refer them to the appropriate person. Feedback from clients is treated in a courteous and ethical manner to add value to the client focussed organisation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB202A ASSIST WITH THE MAINTENANCE OF SERVICE AREA

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Practitioners use organisational, interpersonal and observational skills to ensure that clients and others are provided with a safe and orderly environment in which to satisfy their information needs.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB203A DEVELOP OWN INFORMATION LITERACY SKILLS

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Practitioners enhance their own ability to access and use information through various systems and in a variety of formats.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CULLB204A MANAGE OWN WORK PERFORMANCE AND LEARNING

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Practitioners are responsible for managing their own performance and contributing to their own professional development within the context of the organisation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB205A PREPARE, PROCESS AND STORE RESOURCES

Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Practitioners ensure consistent organisation and maintenance of information, materials and equipment, practitioners process and store resources in accordance with the information service provider's policies and procedures.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
CULLB301A PARTICIPATE IN A WORK TEAM
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Co-ordination of work activities in a limited area of responsibility or of a small work group requires practitioners to participate in the work team.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB302A USE BIBLIOGRAPHIC METHODS
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: The variety of information systems used by information providers requires practitioners to understand the principles underpinning the organisation of bibliographic and other relevant information and classification systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB303A ACCESSION AND PROCESS RESOURCES
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Accessioning and processing of resources requires practitioners to maintain quality acquisition procedures.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

CULLB304A CONTRIBUTE TO PROMOTIONAL PROGRAMS AND ACTIVITIES FOR CLIENTS
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Effective contribution to programs and activities for target groups requires practitioners to apply organisational and team-working skills to confirm, achieve and continuously improve required customer outcomes.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CULLB305A PROCESS ORDERS
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: The acquisition of resources requires practitioners to liaise with suppliers, to order resources and to maintain accurate records within the information provider's policies and guidelines.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

CULLB307A USE MULTIMEDIA EQUIPMENT
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Assistance to clients in libraries and information agencies requires practitioners to understand, use and maintain a range of multimedia technologies and programs.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

CULLB401A CONTRIBUTE TO CLIENT ACCESS TO INFORMATION
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Assisting clients to obtain information from readily accessed sources requires practitioners to locate the information, or refer clients appropriately, or assist clients to find and access the information themselves.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CULLB402A CONTRIBUTE TO EFFECTIVE WORKING RELATIONSHIPS
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Contribution to effective working relationships requires practitioners to develop and maintain constructive relationships across the workplace which focus on achieving agreed outcomes.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CULLB403A DEVELOP AND APPLY OWN INFORMATION LITERACY SKILLS IN WORKING WITH CLIENTS
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Recognising the critical importance of self education and lifelong learning, practitioners enhance their own ability to access and use information to assist clients.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CULLB405A MANAGE OWN WORK DEVELOPMENT AND LEARNING
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Practitioners are responsible for managing their own performance and taking responsibility for their own professional development within the context of the organisation.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB406A ORGANISE AND CO-ORDINATE WORK ACTIVITIES
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Achievement of planned outcomes requires practitioners to contribute to the planning, organising and co-ordination of work activities in specific workplace contexts.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
### CULLB407A USE NETWORKED SERVICES EFFECTIVELY TO PROVIDE ACCESS TO INFORMATION

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: By developing their awareness of, and effectively using a range of networked services practitioners enhance their responses to client requests for information.  
**Required Reading**: To be advised  
**Nominal Hours**: 50 Hours  
**Assessment**: As per accredited curriculum

### CULLB411A PROVIDE PROMOTION AND PROGRAMS AND ACTIVITIES FOR CLIENTS

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: Planning and administering programs and activities for various programs for diverse client groups requires innovation, organisation, evaluation and a pro-active focus on client outcomes.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

### CULLB501A CONTRIBUTE TO THE ORGANISATION AND CO-ORDINATION OF THE WORK OF OTHERS

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: Practitioners contribute to the planning, organising and co-ordination of the work and welfare of other team members or junior staff to achieve planned outcomes.  
**Required Reading**: To be advised  
**Nominal Hours**: 60 Hours  
**Assessment**: As per accredited curriculum

### CULLB502A DELIVER INFORMATION LITERACY PROGRAMS FOR CLIENTS

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: Practitioners play a prominent role in supporting the information literacy development of their clients. Learning, through instruction to staff, individual clients or groups, is enhanced where there is a clear focus on client learning needs and outcomes.  
**Required Reading**: To be advised  
**Nominal Hours**: 80 Hours  
**Assessment**: As per accredited curriculum

### CULLB503A ORGANISE INFORMATION FOR CLIENT ACCESS

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: The organisation of information to suit client needs requires practitioners to develop and maintain simple databases to enable clients to access and retrieve information.  
**Required Reading**: To be advised  
**Nominal Hours**: 100 Hours  
**Assessment**: As per accredited curriculum

### CULLB504A PROVIDE CLIENTS WITH ACCESS TO REQUIRED INFORMATION

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: Providing clients with access to required information requires practitioners to accurately analyse and assess and respond to a variety of client needs.  
**Required Reading**: To be advised  
**Nominal Hours**: 80 Hours  
**Assessment**: As per accredited curriculum

### CULLB505A ANALYSE AND DESCRIBE MATERIAL

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: Practitioners analyse and describe material by indexing and abstracting the content and format of materials accurately and consistently to ensure the retrieval of information by clients.  
**Required Reading**: To be advised  
**Nominal Hours**: 50 Hours  
**Assessment**: As per accredited curriculum

### CULLB506A CATALOGUE AND CLASSIFY MATERIAL

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: Cataloguing and classifying material to facilitate client access to material/information, requires practitioners to understand bibliographic organisation and to use interpretation, judgement and the ability to deviate from precedent where necessary.  
**Required Reading**: To be advised  
**Nominal Hours**: 50 Hours  
**Assessment**: As per accredited curriculum

### CULLB507A CONTRIBUTE TO COLLECTION DEVELOPMENT

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: Library practitioners contribute to collection development by reviewing materials required for the information provider's collection and recommending or acting on acquisition decisions.  
**Required Reading**: To be advised  
**Nominal Hours**: 50 Hours  
**Assessment**: As per accredited curriculum

### CULLB508A DEVELOP AND IMPROVE SYSTEMS AND PROCESSES TO INCREASE ACCESS TO INFORMATION

**Campus**: Footscray Nicholson.  
**Prerequisite(s)**: To be advised  
**Content**: The development and improvement of the service provider's systems and processes requires practitioners to monitor new technological developments and evaluate them in the light of the organisation's policies and to develop strategies to improve existing services or introduce new services.  
**Required Reading**: To be advised  
**Nominal Hours**: 50 Hours  
**Assessment**: As per accredited curriculum
CULLB509A CO-ORDINATE SELECTION AND ACQUISITION OF INFORMATION
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Co-ordination of selection for a small collection, or of a limited part of a large collection, requires practitioners to contribute to the organisation's selection and acquisition policies and to make recommendations for acquisition and selection.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB510A ESTABLISH AND MAINTAIN CONSULTATION WITH, AND PROMOTION TO, CLIENT GROUPS
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Establishing and maintaining of consultation with client groups requires practitioners to plan, implement and evaluate strategies which maintain quality client outcomes.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB511A LEAD A TEAM
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Leading and participating in, facilitating and empowering work teams within the context of the organisation requires practitioners to play a prominent part in motivating, mentoring, coaching and developing team members and in achieving team cohesion.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB512A MAINTAIN AND MODIFY TECHNOLOGICAL APPLICATIONS IN THE LIBRARY
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Practitioners maintain, monitor and evaluate equipment and software to meet the needs of clients and staff of the organisation.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB513A MANAGE MAINTENANCE OF PHYSICAL RESOURCES AND ENVIRONMENT
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: Maintenance of physical resources and the work environment requires practitioners to evaluate requirements, develop schedules and take appropriate action, including making recommendations for replacement, to ensure equipment and facilities are operational at all times.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULLB514A PROVIDE ASSISTANCE FOR RESEARCH AND PROJECTS
Campus: Footscray Nicholson.
Prerequisite(s): To be advised
Content: When assistance is provided for research and projects to internal and external clients, practitioners are actively engaged in confirming research objectives and outcomes with clients, collecting and evaluating relevant information, presenting findings and participating in evaluation.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CULMS501A APPLY BASIC PRESERVATION TECHNIQUES
Campus: Footscray Nicholson
Prerequisite(s): To be advised
Content: Provide practitioner with the basic techniques required for preservation of library documentation.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

CUSADM03A MANAGE A PROJECT
Campus: To be advised
Prerequisite(s): To be advised
Content: Determine scope of projects; Develop a plan for the limited project or section of the larger project; Administer and monitor project; Review project against plan.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

CUSADM04A DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

CUSADM07A ESTABLISH AND MAINTAIN WORK AND CONTRACTUAL RELATIONSHIPS
Campus: To be advised
Prerequisite(s): To be advised
Content: Establish and conduct work relationships; Conduct negotiations; Make formal agreements/contracts; Foster and maintain business relationships.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum
CUSADM09A ADDRESS COPYRIGHT REQUIREMENTS

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Identify copyright issues for the protection and exploitation of products; Ensure that copyright protection on creative works or performance is adequate locally and internationally; Assign copyright of creative works or performers; License rights to creative works or performance; Comply with conditions of copyright agreement.
**Required Reading** To be advised
**Nominal Hours** 20 Hours
**Assessment** As per accredited curriculum

CUSBAD14A MANAGE ARTISTS AND THEIR CAREERS

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Plan and maintain the management business; Manage clients’ artistic development; Manage clients’ business development; Plan and maintain finances; Analyse and develop the market position of artists; Comply with legal requirements; Undertake promotions and business management; Ensure that clients work safely and are aware of their rights.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBAD15A MANAGE RISK AND CRISSES FOR AN ACT

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Manage crises as they arise prior to the performance; Manage crises during an event.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBAD16A ASSESS PERFORMING AND RECORDING DEALS

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBAD17A ASSESS PERFORMING AND RECORDING DEALS

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Assess the company for artistic fit; Assess the artist/repertoire manager for artistic fit where required.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBAD18A MANAGE ARTISTS AND THEIR CAREERS

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Plan and maintain the management business; Manage clients’ artistic development; Manage clients’ business development; Plan and maintain finances; Analyse and develop the market position of artists; Comply with legal requirements; Undertake promotions and business management; Ensure that clients work safely and are aware of their rights.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBAD19A CALCULATE, COLLECT AND DISTRIBUTE PUBLISHING INCOME

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Calculate, collect and disburse mechanical royalty rates for retail of records (publisher); Secure and disburse mechanical royalty for synchronisation with film/television; Secure and disburse mechanical royalty rates for third party goods and services; Secure mechanical royalty rates for public performance; Trace and monitor use of works under licence; Maintain accounts for royalty collection and disbursement.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBG11A PLAN A CAREER IN MUSIC

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBG15A MAINTAIN SELF OR GROUP IN BUSINESS

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Maintain business; Plan and control finances; Ensure that market position of artists; Comply with legal requirements; Establish and maintain industry network.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBG16A MAINTAIN SELF OR GROUP IN BUSINESS

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Maintain business; Plan and control finances; Ensure that market position of artists; Comply with legal requirements; Establish and maintain industry network.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

CUSBG17A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.
**Required Reading** To be advised
**Nominal Hours** 85 Hours
**Assessment** As per accredited curriculum

CUSBG18A MAINTAIN AND APPLY MUSIC INDUSTRY KNOWLEDGE

**Course Details**

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Maintain music industry knowledge; Maintain and apply knowledge of industry, employment obligations and opportunities; Maintain and apply knowledge of legislation affecting the industry; Maintain current knowledge of new technology; Maintain effective industry networks.
**Required Reading** To be advised
**Nominal Hours** 85 Hours
**Assessment** As per accredited curriculum
<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>Assessment</th>
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<tr>
<td>CUSBGE11A</td>
<td>PLAN A CAREER IN MUSIC</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Participate in the music industry; Identify own skills and interests; Develop and present an appropriate image; Develop a career plan; Use learning opportunities to develop required skills and knowledge; Establish and maintain industry network.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUSBGE16A</td>
<td>MAINTAIN SELF OR GROUP IN BUSINESS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Confirm responsibilities and relationships for each party; Plan checks and balances for continuous improvement; Plan the business; Plan and control finances; Maintain work, deals and promotions; Maintain accurate knowledge or use advice on legal requirements.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUSBMA14A</td>
<td>MANAGE, PROMOTE AND NEGOTIATE LICENSING ON PUBLISHED WORKS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Promote works in the market place; Negotiate licences; Overseer and administer licensing policy and contracts; Decide policy on complex licensing contract; Monitor technology and change affecting copyright.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>CUSBRA19A</td>
<td>DEVELOP ARTISTS AND REPERTOIRE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop industry knowledge and contacts; Develop relationships with appropriate songwriters and producers; Find talent; Develop talent; Represent and negotiate in the interests of artists and the company; Balance short and long term goals; Negotiate agreements.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUSFIN01A</td>
<td>FINANCE A PROJECT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Clarify the financial scope of the project; Identify sources of finance; Develop the proposal; Obtain legal advice; Present the proposal to funding body or prospective investors; Negotiate terms and conditions of investment; Finalise formal agreement.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>CUSLRN01A</td>
<td>PROVIDE MUSICAL LEADERSHIP IN PERFORMANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Use and extend music techniques; Combine resources and techniques to express ideas and concepts in performance.</td>
<td>To be advised</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>CUSMAR01A</td>
<td>PROMOTE PRODUCTS AND SERVICES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify appropriate image for promotion of products and/or services; Anticipate and use promotional opportunities; Promote products and services to customers/clients; Evaluate the promotion.</td>
<td>To be advised</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>CUSMC10A</td>
<td>COMPOSE A SIMPLE SONG OR TUNE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine the artistic purpose of the song/tune and use appropriate song writing tools; Select or write the lyrics for a song; Compose a melody to express the lyrics of a song; Set down the song.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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</tbody>
</table>
CUSMCP03A CREATE A SIMPLE ACCOMPANIMENT FOR A SONG OR TUNE

Campus: To be advised
Prerequisite(s): To be advised
Content: Use appropriate instrumentation; Compose an accompaniment for a song or tune; Set down the song or tune and accompaniment for a performance.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMGE04A ANALYSE MUSIC

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify the purpose of the analysis of the composition or performance; Identify the elements of the piece; Determine how the musical elements and/or performance techniques are used in the piece; Convey the musical analysis.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMGE07A ANALYSE HARMONY

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify the purpose of the analysis and plan the analytical methodology to be used; Determine the general tonality and/or main key areas of the piece; Determine the structural features of melody lines as required; Determine the structure of the chords and scales in the parts of the music; Identify the harmonic structure of the piece; Present or apply analysis as required.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMCP04A COMPOSE SONGS OR TUNES IN A RANGE OF STYLES

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine the artistic purpose of the song and use appropriate song writing tools; Select or write the lyrics for a range of songs; Compose a melody to express the lyrics of the song; Set down the songs.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMGE01A USE MIDI DEVICES OR SOFTWARE TO COMPOSE MUSIC

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMGE12A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

Campus: To be advised
Prerequisite(s): To be advised
Content: Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.
Required Reading: To be advised
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

CUSMCP06A COMPOSE MUSIC FOR SCREEN USING ELECTRONIC MEDIA

Campus: To be advised
Prerequisite(s): To be advised
Content: Develop compositional concept from the production brief; Check and prepare MIDI equipment and materials; Compose soundtracks; Synchronise them and incidental music to a screen or other required sequence; Seek producer/director's approval.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

CUSMGE13A APPLY MUSIC KNOWLEDGE AND ARTISTIC JUDGEMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: Maintain and apply music knowledge; Analyse the artistic and commercial qualities of music; Maintain effective artistic relationships and networks; Present music findings or opinions as required; Evaluate music knowledge.
Required Reading: To be advised
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

CUSMGE10A USE MIDI DEVICES OR SOFTWARE TO COMPOSE MUSIC

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine the purpose and form of the music; Select and prepare equipment and software; Sequence the music; Arrange, edit and modify music.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

CUSMGE11A MAINTAIN AND EXPAND MUSIC KNOWLEDGE AND CRITICAL LISTENING SKILLS

Campus: To be advised
Prerequisite(s): To be advised
Content: Maintain and develop music knowledge; Use listening skills to analyse music; Maintain understanding of relevant musical genres and styles.
Required Reading: To be advised
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum
CUSMGE14A READ MUSIC FOR PERFORMANCE AND ANALYSIS
Campus To be advised
Prerequisite(s) To be advised
Content Interpret music notation and symbols from a written music score or piece; Identify and interpret the form of the piece to convey an accurate reading of the style; Interpret the style of the piece; Enhance music reading skills.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF03A DEVELOP AND MAINTAIN STAGECRAFT SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Develop stagecraft skills; Apply stagecraft skills; Maintain stagecraft skills; Maintain stage fitness; Avoid occupational hazards.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF04A PREPARE SELF FOR PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Plan for performance; Practise instrument and/or act; Monitor technical and artistic development to meet rehearsal and performance requirements; Observe OHS principles in private practice; Use body effectively and safely; Develop and use strategies to overcome the effects of performance anxiety.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF08A CONTRIBUTE TO BACKUP ACCOMPANIMENT FOR A PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Perform accompaniment; Provide, adapt and perform appropriate backup; Provide stimulus and support for performers; Interact with performers.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF09A EVALUATE AND EXTEND PERFORMANCE TECHNIQUE
Campus To be advised
Prerequisite(s) To be advised
Content Develop control over the range and capability of the instrument or voice; Maintain and care for the instrument; Plan and use practice time to extend technique; Perform pieces from a range of repertoire.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF10A DEVELOP AND PRACTICE IMPROVISATION
Campus To be advised
Prerequisite(s) To be advised
Content Investigate and experiment with technical elements for creative expression; Investigate improvisation for a range of purposes; Generate and develop concepts or ideas; Improvise in context; Use equipment or technology effectively, where appropriate, to express ideas; Evaluate work.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSMPF11A PERFORM MUSIC AS PART OF A GROUP
Campus To be advised
Prerequisite(s) To be advised
Content Perform warm up routine; Perform work; Perform in a group; Interact with other performers; Evaluate performance; Analyse live performance.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF12A PLAN, PREPARE AND PRESENT A LIVE AUDITION PROGRAM
Campus To be advised
Prerequisite(s) To be advised
Content Establish requirements of the auditioning body; Plan audition program; Secure materials and instruments; Present audition; Follow up audition.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF13A PLAN AND PREPARE A PROGRAM FOR PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Plan performance program; Prepare the components of the program; Study technical and stylistic content of music; Develop interpretation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMPF14A PERFORM ACCOMPANIMENT
Campus To be advised
Prerequisite(s) To be advised
Content Prepare to perform accompaniment; Provide, adapt and perform appropriate accompaniment; Provide stimulus and support for performers; Interact with performers; Observe OHS principles for self and others.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum
CUSMPF15A PERFORM MUSIC AS A SOLOIST
Campus To be advised
Prerequisite(s) To be advised
Content Perform warm up routine; Perform work; Perform as a soloist; Evaluate performance.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSMPF16A PERFORM IMPROVISATION FOR AUDIENCE
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for ensemble improvisation; Contribute to the work of ensemble; Contribute solo improvisation as required; Evaluate improvisation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSMF17A DEVELOP TECHNICAL SKILLS AND EXPAND REPERTOIRE
Campus To be advised
Prerequisite(s) To be advised
Content Use technical control in performing music; Maintain and care for the instrument; Plan and use personal practice time effectively to develop technique; Perform pieces appropriate to the repertoire and musical style in area of specialisation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

CUSSAF02A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES IN THE MUSIC INDUSTRY
Campus To be advised
Prerequisite(s) To be advised
Content Follow occupational health and safety procedures; Deal with emergency situations; Maintain personal safety standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

CUSSOU08A OPERATE SOUND REINFORCEMENT SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Determine playback requirements; Provide playback for relevant personnel; Provide sound balance for relevant personnel; Provide sound reinforcement for audiences.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

CUSSOU11A OPERATE SOUND MIXING CONSOLE
Campus To be advised
Prerequisite(s) To be advised
Content Prepare sound mixing console for operation; Operate console during production; Monitor technical quality during production; Complete work operations.
Required Reading To be advised
Nominal Hours 70 Hours
Assessment As per accredited curriculum

CUSSOU12A EDIT SOUND USING DIGITAL SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Determine the production requirements; Prepare for digital sound editing; Prepare for the edit; Load the source footage; Create or use an edit decision list; Conform the footage to the edit decision list; Adjust the sequenced footage; Play out the post conform work and archive the edit job; Decommission the editing facility.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSSOU14A BREAKDOWN SOUNDTRACK
Campus To be advised
Prerequisite(s) To be advised
Content Breakdown soundtrack into frame references; Transfer breakdown onto bar sheet/dope sheets.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

CUSSOU15A CREATE A FINAL SOUND BALANCE
Campus To be advised
Prerequisite(s) To be advised
Content Assess sound sources for simultaneous balance; Identify creative and artistic possibilities; Create final sound balance; Complete documentation and other requirements.
Required Reading To be advised
Nominal Hours 85 Hours
Assessment As per accredited curriculum

CUSSOU16A DEVELOP SOUND DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Interpret and confirm sound design brief; Breakdown the components of the sound design brief; Investigate and experiment with sound components for the expression of ideas; Assess creative ideas; Develop the sound design; Evaluate the completed sound design.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
CUSSOU17A DEVELOP AND IMPLEMENT SOUND PRODUCTION FOR A RECORDING

**Campus**
To be advised

**Prerequisite(s)**
To be advised

**Content**
Develop and confirm a vision for the required artistic outcome; If required identify appropriate artists for the recording project; Confirm arrangements; Undertake the recording session(s); Evaluate the recording process and product.

**Required Reading**
To be advised

**Nominal Hours**
100 Hours

**Assessment**
As per accredited curriculum

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CUSSOU22A IMPLEMENT SOUND DESIGN

**Campus**
To be advised

**Prerequisite(s)**
To be advised

**Content**
Confirm sound design implementation requirements; Produce sound design; Implement sound plan; Evaluate the completed sound design.

**Required Reading**
To be advised

**Nominal Hours**
50 Hours

**Assessment**
As per accredited curriculum

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CUSSOU23A SPECIFY SOUND SYSTEMS

**Campus**
To be advised

**Prerequisite(s)**
To be advised

**Content**
Establish brief for sound system; Produce sound plan; Liaise with others to implement sound plan.

**Required Reading**
To be advised

**Nominal Hours**
35 Hours

**Assessment**
As per accredited curriculum

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CUSTGE01A SUPERVISE TECHNICAL OPERATIONS

**Campus**
To be advised

**Prerequisite(s)**
To be advised

**Content**
Receive and evaluate the brief and determine technical production requirements; Supervise technical operations; Monitor technical quality; Solve any technical problems and failures as they occur.

**Required Reading**
To be advised

**Nominal Hours**
35 Hours

**Assessment**
As per accredited curriculum

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DP.1 SANITARY SYSTEMS DESIGN

**Campus**
To be advised

**Prerequisite(s)**
Core Modules; 3212CDA Stage 3 Advanced Waste Disposal and Drainage; Unit 1 Designing Sewer Drains; Unit 2 Designing Sanitary Plumbing Systems; Unit 6 Domestic Septic Tanks

**Content**
Develop skills and knowledge required to design suitable sanitary and drainage systems that will connect all the plumbing fixtures and any special treatment required for prohibited discharges to the sewer for all types of commercial, industrial and institutional buildings.

**Required Reading**
To be advised

**Nominal Hours**
80 Hours

**Assessment**
As per accredited curriculum

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DP.2 STORM WATER DESIGN

**Campus**
To be advised

**Prerequisite(s)**
Core modules; 3212 CDA Advanced Units: Waste Disposal and Drainage Unit 7 Designing Stormwater Drains; Advanced Roofing Units 1 & 2

**Content**
{InsertCompetencies (separate each by a semi colon)}

**Required Reading**
To be advised

**Nominal Hours**
40 Hours

**Assessment**
As per accredited curriculum

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DP.3 COLD WATER DESIGN

**Campus**
To be advised

**Prerequisite(s)**
Core Modules; CDA Advanced Stage 3: Water Supply Units 1, 2, 3, 4, 5, 6 & 8

**Content**
Gain knowledge and skills required to design, plan, interpret and install cold water supply systems to multi-story, institutional and commercial buildings to industry standards and controlling authority's requirements.

**Required Reading**
To be advised

**Nominal Hours**
80 Hours

**Assessment**
As per accredited curriculum

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DP.4 HOT WATER DESIGN

**Campus**
To be advised

**Prerequisite(s)**
Cold Water Design; CDA Advanced Stage 3 Water Supply Unit 7

**Content**
Knowledge and skills required to design, plan, interpret and install domestic hot water supply systems to multi-storey, institutional and commercial buildings to industry standards and controlling authority's requirements.

**Required Reading**
To be advised

**Nominal Hours**
40 Hours

**Assessment**
As per accredited curriculum

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DP.5 FIRE HYDRANT DESIGN

**Campus**
To be advised

**Prerequisite(s)**
Cold Water Design; 3212 CDA Advance Stage 3 Water Supply Unit 3

**Content**
Knowledge and skills to design, plan, interpret and install fire hydrant and fire hose reel systems for multi story, commercial, institutional and industrial buildings to industry standards and controlling authorities requirements.

**Required Reading**
To be advised

**Nominal Hours**
40 Hours

**Assessment**
As per accredited curriculum

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DP.6 SOLAR SYSTEMS DESIGN

**Campus**
To be advised

**Prerequisite(s)**
Core modules; CDA Advanced Stage 3 Water Supply Unit 7 Hot Water

**Content**
Develop skills to complete solar hot water and air installation designs for domestic, commercial, institutional and industrial projects.

**Required Reading**
To be advised

**Nominal Hours**
40 Hours

**Assessment**
As per accredited curriculum
### DP.7 INTRODUCTION TO CAD

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To provide basic skills to use Computer Aided Drafting (CAD) for the production of simple drawings, and provide the basis for further studies in CAD  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### DP.8 PLUMBING SERVICES CAD

**Campus** To be advised  
**Prerequisite(s)** Introduction to CAD  
**Content** To provide the knowledge and skills to use Computer Aided Drafting (CAD) for the production of prototype and complex 2D and isometric plumbing services drawings at an advanced level  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA000 BASIC STATISTICS

**Campus** Sunshine.  
**Prerequisite(s)** EA002 Engineering Maths A.  
**Content** Averages, variables, relationships, statistic, sample, parameter; Precise description, prediction, statistical inference, confidence limit; Nominal scales, ordinal scales, interval scales ratio scales; Discrete and Continuous Variables Frequency Distributions; Univariate distribution, Cumulative distributions, Skewed distribution, bivariate distribution; Measures of Central Tendency; Mean, The Median; Measures of Variability; The Standard Deviation; Other measures; Elementary Probability; Independent events; Conditional Probability; Permutations; Combinations.  
**Required Reading** To be advised  
**Nominal Hours** 20-40 Hours  
**Assessment** As per accredited curriculum

### EA001 CALCULUS

**Campus** To be advised  
**Prerequisite(s)** EA002 Engineering maths A.  
**Content** Differential and Integral calculus, curve sketching, algebraic, exponential logarithmic and trigonometric functions; Applications to practical situations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA002 ENGINEERING MATHS B

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Matrix algebra; Linear equations in 2 unknowns; Row operations to solve up to 3 linear equations in 3 unknowns; Graph quadratic functions; Solve quadratic equations; Graph exponential and logarithmic equations; Graph trigonometric functions; Solve trigonometric equations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA003 ENGINEERING MATHS B

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Matrix algebra; Linear equations in 2 unknowns; Row operations to solve up to 3 linear equations in 3 unknowns; Graph quadratic functions; Solve quadratic equations; Graph exponential and logarithmic equations; Graph trigonometric functions; Solve trigonometric equations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA004 MATERIAL SCIENCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This module will enable students to recognise the different materials used in engineering; the classification of materials, the properties of materials, and the factors that influence these properties. Participants will be made aware of common testing methods used to determine engineering properties of materials.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA005 SCIENCE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To enable students to investigate and report on engineering problems associated with the various aspects of motion, work, energy, power, heat and temperature, and electromagnetic waves.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA007 PRESENTING REPORTS

**Campus** To be advised  
**Prerequisite(s)** (EA026) Presenting Information  
**Content** Develop effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### EA008 WORK TEAM COMMUNICATION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Workplace Communication  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA009 WRITING IN PLAIN ENGLISH

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To develop the ability to apply principles of plain English to one’s own writing and the writing of others within organisations and to advocate its use.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum
### EA032 WRITING TECHNICAL DOCUMENTS
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Preparation of an outline of a document relevant to a specified industry. Writing a technical document. Technical Writing skills.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### EA034 COMMUNICATION STUDIES
**Campus** Sunshine, Werribee, Melton, Footscray Nicholson.  
**Prerequisite(s)** To be advised  
**Content** To provide training in effective communications skills in organising and conducting structured meetings, in recording the outcomes of those meetings in the workplace, in writing and presenting an investigative document and for formal interviews.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** Practical.

### EA040 OCCUPATIONAL HEALTH AND SAFETY
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To enable student to describe legal frameworks and strategies that act to safeguard workplace health and safety, and to conduct workplace hazard audits. The course will introduce the student to the legislative requirements on employer and employee and to the preventative nature of workplace health and safety.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### EA042 QUALITY FUNCTIONS - RECEIVING INSPECTION
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Quality functions – Receiving inspection  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### EA045 QUALITY CONCEPTS
**Campus** Sunshine.  
**Prerequisite(s)** To be advised  
**Content** To introduce the student to the basic concepts of quality management and quality improvement, and the links with productivity, economic advantage and standard of living.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### EA047 QUALITY IMPROVEMENT IN THE WORKPLACE
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Quality improvement in the workplace  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA050 ENGINEERING COMPUTING
**Campus** Sunshine.  
**Prerequisite(s)** To be advised  
**Content** To enable students to apply computers in industry involving the operation of computer systems, the identification of the hardware, software and skills needed for each of these, and to assist in the management of a simple networked system of computers.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA059 STATICS
**Campus** Sunshine.  
**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; 4pts
Assessment: As per accredited curriculum

EA064 COMPUTER AIDED DRAFTING A

Campus: To be advised
Prerequisite(s): EA061 Engineering Graphics.
Content: Operation of CAD software; Construction of basic shapes; Production of basic drawings to the relevant standards (AS1100); Save and transfer of drawing files and modification of existing CAD drawings.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA065 COMPUTER AIDED DRAFTING B

Campus: To be advised
Prerequisite(s): EA064 Computer Aided Drafting A.
Content: To enable students to use Computer Aided Drafting (CAD) for the production of prototype and complex drawings at an advanced level.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA066 COMPUTER AIDED DRAFTING C

Campus: To be advised
Prerequisite(s): EA065 Computer aided drafting B.
Content: Principles of menu structures, customization techniques, configuring software, information on CAD consumable.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA067 COMPUTER AIDED DRAFTING D

Campus: To be advised
Prerequisite(s): EA065 Computer aided drafting B.
Content: Design applications using other commercial programs, additional to the CAD program for editing, design drafting, and file manipulation. Manipulation of shapes 3 dimensional.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA068 COMPUTER AIDED DRAFTING 3D

Campus: To be advised
Prerequisite(s): NM06 Computer aided drafting A.
Content: Using the latest release of AutoCAD to draw, modify, view, save and plot objects/components in 3D views.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA069 COMPUTER AIDED DRAFTING SYSTEMS

Campus: To be advised
Prerequisite(s): EA062 Computers and their Application to CAD, EA063 Technical Drawing Interpretation
Content: Describe the computer Aided Drafting and Design Systems in terms of current classifications, emerging trends, terminology, and their application to the areas of drafting and design.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

EA070 ENGINEERING ORGANISATIONS

Campus: To be advised
Prerequisite(s): To be advised
Content: Features and structures of the engineering industry; Types of engineering occupations; Qualifications and training requirements for education, training and retraining: Technological organisational and social change; Management styles, economic climate, legal environment, technological; Methods of engineering: Industrial, administrative/management practices and processes.
Required Reading: To be advised
Nominal Hours: 40 Hours; 4pts
Assessment: As per accredited curriculum

EA071 PLANNING ESTIMATING AND COSTING

Campus: To be advised
Prerequisite(s): EA040 Occupational Health and Safety.
Content: To enable students to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, cost estimates and the reporting of actual versus estimated project costs.
Required Reading: To be advised
Nominal Hours: 20 Hours; 2pts
Assessment: As per accredited curriculum

EA074 CAD MODELLING CONCEPTS

Campus: To be advised
Prerequisite(s): (EA068) CAD – 3D
Content: Necessary knowledge and skills to apply modelling techniques to three dimensional drawings for presentation purposes.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA080 ENGINEERING MEASUREMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: To enable student to describe the measuring concepts and the application of scales, rules, micrometer, venires and the measuring instruments used in the areas of velocity, acceleration, force, fluids and electricity in engineering situations and to use these techniques on given work pieces.
Required Reading: To be advised
Nominal Hours: 20-40 Hours; 2pts
Assessment: As per accredited curriculum
EA081 CIVIL MATERIALS - CONCRETE 1
Campus: To be advised
Prerequisite(s): To be advised
Content: Concrete ingredients, hydration, setting strength; Reinforcement, bars, wires and tendons.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

EA082 ESTABLISHING A CONTRACTING BUSINESS
Campus: To be advised
Prerequisite(s): Nil
Content: Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA084 INTRODUCTION TO STRENGTH OF MATERIALS
Campus: To be advised
Prerequisite(s): To be advised
Content: Stress and strain, modules of elasticity, Poisson’s Ratio; Stresses strains and deformations caused by axial loads; Shear stress, shear strain, modules of rigidity and shear stresses in simple bolted connections; Failure method of fillet welds, nominal weld size or length of weld required on simple welded connections; Hoop and longitudinal stress in thin walled cylinders subject to pressure; Centroid, second moment of area and radius of gyration of plane figures; Shear force and bending moment diagrams for simply supported and cantilevered beams subject to vertical point loads and UDL’s; bending stress in beams; Deflection of beams; Torque distribution diagrams; Torsional shear stress and angle of twist on circular shafts subject to torques; Coefficient of linear expansion; Thermal shear stress in single members.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA085 LOAD ANALYSIS
Campus: To be advised
Prerequisite(s): To be advised
Content: Dead load, live load, wind load and load due to liquid pressure; AS 1170 – 1989 Part 1; Dead load and live load on simple structural elements; Wind load on simple structural elements; Loading of structural elements due to liquid pressure.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

EA086 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

EA090 FAULT-FINDING AND DIAGNOSTICS
Campus: Sunshine.
Prerequisite(s): To be advised
Content: To enable students to perform systematic fault isolation through the application of diagnostic techniques.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

EA091 CIVIL MATERIALS - CONCRETE 2
Campus: To be advised
Prerequisite(s): To be advised
Content: Reinforcement, bars, wires and tendons.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

EA092 CIVIL MATERIALS - REINFORCED CONCRETE
Campus: To be advised
Prerequisite(s): EA081
Content: Concretes, cylinders and beams subject to tensile stress, bending stress, shear stress; Tests for determination of modulus of elasticity, tensile strength, creep, shrinkage, etc; Reinforcement, bars, wires and tendons.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA093 CIVIL MATERIALS - JOINING CEMENT
Campus: To be advised
Prerequisite(s): EA081
Content: Mortar and concrete, brick and block masons, drylining; Reinforcement, bars, wires and tendons.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA094 ESTABLISHING A CONTRACTING BUSINESS
Campus: To be advised
Prerequisite(s): Nil
Content: Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA100 ANALOGUE ELECTRONICS
Campus: Sunshine.
Prerequisite(s): Amplifiers 1 (NMEC Code: To be advised)
Content: To enable students to describe the specifications of operational amplifiers, with a view to design, analyse and select modern operational amplifier and analog integrated circuits.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA102 ESTABLISHING A CONTRACTING BUSINESS
Campus: To be advised
Prerequisite(s): Nil
Content: Provide the learner with the knowledge and basic skills to plan and establish a small contracting business.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA104 INTRODUCTION TO STRENGTH OF MATERIALS
Campus: To be advised
Prerequisite(s): To be advised
Content: Stress and strain, modules of elasticity, Poisson’s Ratio; Stresses strains and deformations caused by axial loads; Shear stress, shear strain, modules of rigidity and shear stresses in simple bolted connections; Failure method of fillet welds, nominal weld size or length of weld required on simple welded connections; Hoop and longitudinal stress in thin walled cylinders subject to pressure; Centroid, second moment of area and radius of gyration of plane figures; Shear force and bending moment diagrams for simply supported and cantilevered beams subject to vertical point loads and UDL’s; bending stress in beams; Deflection of beams; Torque distribution diagrams; Torsional shear stress and angle of twist on circular shafts subject to torques; Coefficient of linear expansion; Thermal shear stress in single members.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA106 ADVANCED PLC
Campus: To be advised
Prerequisite(s): NE49 Introduction to Programmable Controllers; NE76 AC Motor Control; NE77 DC Motor Control
Content: Develop skills to apply concepts of computer software interface to microprocessor PLC technology; to program the PLC to achieve specified control functions.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA107 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN
Campus: To be advised
Prerequisite(s): To be advised
Content: Recognition of computerized techniques used to design and analyze the product, product working drawings for tooling, tool cavities and cores. Use of CAD/CAM software packages.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA108 COMPUTER APPLICATIONS TO INDUSTRIAL ELECTRICAL INSTALLATION
Campus: To be advised
Prerequisite(s): To be advised
Content: To enable students to design, plan, install and maintain electrical systems for manufacturing plants. To plan and install electrical systems for complete manufacturing plants. To plan and install electrical systems for complete manufacturing plants.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA110 FAULT-FINDING AND DIAGNOSTICS
Campus: Sunshine.
Prerequisite(s): To be advised
Content: To enable students to perform systematic fault isolation through the application of diagnostic techniques.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

EA111 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN
Campus: To be advised
Prerequisite(s): To be advised
Content: Recognition of computerized techniques used to design and analyze the product, product working drawings for tooling, tool cavities and cores. Use of CAD/CAM software packages.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

EA112 COMPUTER APPLICATIONS TO PLASTICS TOOL DESIGN
Campus: To be advised
Prerequisite(s): To be advised
Content: Recognition of computerized techniques used to design and analyze the product, product working drawings for tooling, tool cavities and cores. Use of CAD/CAM software packages.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
EA518 CAD TOOL DESIGN PROJECT
Campus To be advised
Prerequisite(s) EA517 Computer applications to plastics tool design.
Content CAD system operation and application to a tooling design solution for a product. Design modelling analysis techniques using part creation, mass property analysis.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA601 MAINTENANCE PROCESSES
Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to plan and schedule all maintenance work, using computer project management software.
Required Reading To be advised
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA602 MAINTENANCE SYSTEMS
Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable student to select, implement, monitor and evaluate the appropriate Maintenance Systems to suit a range of industrial applications.
Required Reading To be advised
Nominal Hours 20 Hours; 2pts
Assessment As per accredited curriculum

EA603 PREVENTATIVE MAINTENANCE
Campus To be advised
Prerequisite(s) NBB02 Occupational Health and Safety.
Content To enable students to describe various maintenance systems currently used in industry, to carry out an audit of plant, machinery and equipment, and to plan, implement and review a Preventative Maintenance Program.
Required Reading To be advised
Nominal Hours 20 Hours; 2pts
Assessment As per accredited curriculum

EA604 SUPERVISION OF MATERIALS HANDLING SYSTEM
Campus Sunshine.
Prerequisite(s) NBB02 Occupational Health and Safety, NBB03 or equivalent.
Content This module enables students to identify, assess and control risks from lifting in the workplace; Select suitable lifting techniques and systems (both manual and crane in accordance with relevant legal requirements); Supervise those persons who carry out the lifting operations.
Required Reading To be advised
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA605 LIQUID PENETRANT
Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the principle and processes of liquid penetrant and magnetic particle testing, and apply these techniques to defective components. This module fulfills the requirements for level 1 certification for both liquid penetrant testing and magnetic particle testing in accordance with AS 3898 – 1992, ‘Non-destructive Testing – Qualification and Certification for Personnel – General Engineering’
Required Reading To be advised
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA606 LIQUID PENETRANT
Campus To be advised
Prerequisite(s) To be advised
Content To enable student to describe the principle and processes of liquid penetrant and magnetic particle testing, and apply these techniques to defective components. This module fulfills the requirements for level 1 certification for both liquid penetrant testing and magnetic particle testing in accordance with AS 3898 – 1992, ‘Non-destructive Testing – Qualification and Certification for Personnel – General Engineering’
Required Reading To be advised
Nominal Hours 40 Hours; 4pts
Assessment As per accredited curriculum

EA607 MAGNETIC PARTICLE
Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the principles, procedures and applications of magnetic particle testing, prepare and set up for inspection, test and interpret results.
Required Reading To be advised
Nominal Hours 80 Hours; 8pts
Assessment As per accredited curriculum

EA608 NON-DESTRUCTIVE TESTING METHODS
Campus Newport
Prerequisite(s) Nil
Content To enable students to describe the principles and application of several of the specialised non-destructive testing NDT 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; 6pts
Assessment As per accredited curriculum

EA609 PENETRANT TESTING
Campus To be advised
Prerequisite(s) To be advised
Content To enable students to describe the principles, processes and various media used for different applications, apply the various penetrant test techniques and interpret the test results.
Required Reading To be advised
Nominal Hours 60 Hours; 6pts
Assessment As per accredited curriculum

EA610 RADIOGRAPHIC TESTING
Campus To be advised
Prerequisite(s) To be advised
Content Radiographic testing
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

EA611 RADIOGRAPHIC TESTING METHODS
Campus To be advised
Prerequisite(s) To be advised
Content Radiographic testing methods
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EA612 RADIOGRAPHY AND RADIATION SAFETY</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Radiography and radiation safety</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA613 ULTRASONIC TESTING</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Ultrasonic testing</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA614 ULTRASONIC TESTING METHODS</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Ultrasonic testing methods</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA618 NON DESTRUCTIVE TESTING</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Non destructive testing</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td><strong>EA700 COMPUTER AIDED MANUFACTURING SYSTEMS (CAM)</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>CAMS, geometry database, cutter path and NC file, production of a component on the NC machine</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA701 ENGINEERING DRAWING (DETAIL)</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Engineering graphics</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA702 ENGINEERING (DEVELOPMENT AND PIPEWORK)</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Engineering (Development and pipework)</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA703 ENGINEERING DRAWING (STRUCTURAL) &amp; MECHANICAL</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Structural steel sections, physical dimensions, standard hole sizes, structural and high strength bolts, welding symbols and terminology for various elements of filler 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</td>
<td>To be advised</td>
<td>40 Hours,4pts</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA704 FLUID MECHANICS 1</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Basic properties of fluids, components, fluid statics, fluid flow, fluid power, forces developed by flowing fluids</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA705 INDUSTRIAL FLUID POWER 1</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>This module enables students to describe and carry out calculations and design associated with single linear actuator fluid power circuits</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA706 INDUSTRIAL FLUID POWER 2</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>This module enables students to carry out calculations and complete system design associated with multi-actuator fluid power circuits</td>
<td>To be advised</td>
<td>20-40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA707 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Applications software for use in design, manufacturing, marketing, simulation</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA708 INDUSTRIAL FLUID POWER 1</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Basic properties of fluids, components, fluid statics, fluid flow, fluid power, forces developed by flowing fluids</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA709 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Applications software for use in design, manufacturing, marketing, simulation</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA710 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Applications software for use in design, manufacturing, marketing, simulation</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA711 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Applications software for use in design, manufacturing, marketing, simulation</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>EA712 COMPUTER BASED MODELLING AND APPLICATION SYSTEMS</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Applications software for use in 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>
</tbody>
</table>
**EA710 DIMENSIONAL METROLOGY - BASIC**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>EA002 Engineering maths A, EA775 Introduction to Metrology.</td>
</tr>
<tr>
<td>Content</td>
<td>Metrology, Aust. Standards, length and angular standards, direct and indirect reading instruments.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
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</tbody>
</table>

**EA711 MECHANICAL DRIVE COMPONENTS**

<table>
<thead>
<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil N 06t There is significant overlap between this module and two other modules: EA762 Mechanical Equipment; EA704 Mechanical Systems.</td>
</tr>
<tr>
<td>Content</td>
<td>To describe functions, applications and significant parts of common mechanical drive components, state criteria for selection of a particular drive component, and identify relevant Australian Standards governing design of drive components,</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
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</tbody>
</table>

**EA714 THERMODYNAMICS 1**

<table>
<thead>
<tr>
<th>Campus</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>EA003 Engineering Maths B.</td>
</tr>
<tr>
<td>Content</td>
<td>To describe the basic concepts, forms and principles and perform relevant calculations with respect to thermodynamic concepts including the forms of energy available, energy transfer, its utilisation in engineering application and the principles of operation of heat engines.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
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</tbody>
</table>

**EA715 MECHATRONICS 1 - PROCESS MODEL**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
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</tbody>
</table>

**EA716 MECHATRONICS 2 - PLC AUTOMATION**

<table>
<thead>
<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>This module takes the process model completed in EA715 and interfaces it with a standard industrial programmable controller including al wiring and programming to achieve automation. It also encompasses the commissioning and troubleshooting requirements for the understanding of a complete operating system.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
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</tbody>
</table>

**EA740 WORKSHOP PRACTICE**

<table>
<thead>
<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>To enable students to describe the operation of fabrication and welding equipment, the associated safety hazards, and weld using welding processes involving oxygen/acetylene, manual metal arc and gas metal arc welding equipment.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</table>

**EA741 WORKSHOP PROCESSES (MACHINE SHOP)**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil N 06t There is significant overlap between this module and tow other modules; EA711 Mechanical Drive Components; EA704 Mechanical Systems</td>
</tr>
<tr>
<td>Content</td>
<td>The entry lathe, the milling machine, the grinding machine; a hands-on approach.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</table>

**EA760 LUBRICATION**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Sunshine.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil N 06t There is significant overlap between this module and two other modules: EA711 Mechanical Drive Components; EA704 Mechanical Systems</td>
</tr>
<tr>
<td>Content</td>
<td>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.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>

**EA762 MECHANICAL EQUIPMENT**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil N 06t There is significant overlap between this module and tow other modules; EA711 Mechanical Drive Components; EA704 Mechanical Systems</td>
</tr>
<tr>
<td>Content</td>
<td>Select and operate the correct item of mechanical equipment for a particular work situation.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</tbody>
</table>

**EA763 VIBRATION MONITORING, CONDITION ANALYSIS & CONTROL**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>NM23 Plant Condition Monitoring</td>
</tr>
<tr>
<td>Content</td>
<td>To trend, interpret and control potentially harmful machine vibrations using knowledge of the nature and source of machine vibrations, the instruments used for vibration monitoring and condition analysis.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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</table>

**EA772 INTRODUCTORY DYNAMICS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>EA002 Engineering maths A or EA003 Engineering maths B, EA859 Statics.</td>
</tr>
<tr>
<td>Content</td>
<td>Linear motion, circular motion, work, energy and power, simple machines, dynamics of linear motion, dynamics of circular motion, momentum.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
EA773 DIMENSIONAL METROLOGY - MEASURING AND TESTING
Campus To be advised
Prerequisite(s) EA710 Dimensional metrology–basic.
Content Measuring instruments, calibration, straightness, flatness, roundness, squareness. Tapers, surface texture, limit gaging.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA775 INTRODUCTION TO METROLOGY
Campus To be advised
Prerequisite(s) EA000 Basic statistics, EA080 Engineering measurement.
Content SI systems, international agencies and treaty, Australia's national measurement system, tracability, measurement for quality, accuracy, precision, uncertainties, tolerance. Documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA780 DESIGN FOR MANUFACTURE
Campus To be advised
Prerequisite(s) EA701 Engineering (drawing detail).
Content Datums feature, functional/non-functional dimensions, detail drawings of machine components, dimensions from datums, functional surfaces on assembly drawings, dimensions between functional surfaces, dimensional chain, loop of dimension, machine drawings of devices.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA786 CALIBRATION OF TIME AND FREQUENCY STANDARDS
Campus To be advised
Prerequisite(s) EA791 Electronic Counter Calibration
Content Enable learners to operate and calibrate time and frequency measurement standards.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA790 MANUFACTURING PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Casting, forging, extrusion, pressworking, powder metallurgy; automatic lathes, economics of applications, grinders; CNC machines; Metal cutting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA803 CIVIL MATERIAL - SOILS
Campus To be advised
Prerequisite(s) Nil
Content Detailed and thorough qualitative understanding of the behaviour of Engineering soils, by the use of practical activities and tests (rather than the study of the various numerical analyses associated with soil mechanics). Thus the performance of standard tests, the physical handling of a variety of soils and the viewing of photographs and other media should be maximised in order to promote an understanding of the physical implications of the various concepts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA804 INTRODUCTORY STRENGTH OF MATERIALS
Campus To be advised
Prerequisite(s) To be advised
Content To enable student to define terms concerned with the mechanical properties of materials as they relate to problems of strength and stability in structures and mechanical components, and to determine values for these terms, using appropriate formulae and diagrams.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA805 LOAD ANALYSIS
Campus To be advised
Prerequisite(s) EA804 Introductory Strength of Materials
Content Calculate different kinds of loading on structural elements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EA810 DRAFTING PIPELINES
Campus To be advised
Prerequisite(s) EA861 Surveying Measurement; EA813 Drafting Roads 1 (Rural); NM06 CAD A.
Content Prepare drawings for sewage, water and stormwater drainage pipelines and reticulation networks, in accordance with the practices outlined in AS1100.401.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA812 DRAFTING REINFORCED CONCRETE 1
Campus To be advised
Prerequisite(s) To be advised
Content Interpretation and use of Concrete Structures Code AS-3600, Residential Reinforced Concrete Footings Code AS-2807.1, CIA Reinforced Concrete Detailing Manual and current local practice in placement of reinforcement; Plans, sections, views and details; Labelling and dimensioning of reinforcement; Display of bars and fabric; Bar schedules and steel quantities; Determination of splice and anchorage lengths; Detailing expansion and contraction joints.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA820 MANUFACTURING PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Casting, forging, extrusion, pressworking, powder metallurgy; automatic lathes, economics of applications, grinders; CNC machines; Metal cutting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
EA813 DRAFTING ROADS 1
Campus To be advised
Prerequisite(s) To be advised
Content Plotting from survey data; Symbols, terminology, linework and lettering; Plotting horizontal alignment, vertical alignment and cross sections; Calculation of earthwork quantities; Plotting haulage diagrams.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA814 DRAFTING ROADS 2 URBAN
Campus To be advised
Prerequisite(s) EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural); NM06 CAD A
Content To produce drawings required in the construction of urban roads, to the standards of AS1100.401 and ‘AUSROADS’ publications: “Policy for the Geometrical Design of Rural Roads” and “Guide for the Design of Intersections at Grade”.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA815 DRAFTING STEELWORK 1
Campus To be advised
Prerequisite(s) To be advised
Content Interpretation and use of Steel Sections Handbook; Drafting structural steel line diagrams; Draw, label and dimension structural steel connections; Detailing base plates, column/bearer and beam/bearer joints, trusses, gusset plates, girts, purlins and bracing; Specification of protective coatings; calculation of member lengths; Member marking system.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA817 RADIOGRAPHIC INTERPRETATION
Campus To be advised
Prerequisite(s) To be advised
Content To provide the theoretical knowledge and practical experience necessary to carry out simple interpretation of sample films
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA818 WELD INSPECTION PRACTICES
Campus To be advised
Prerequisite(s) NF16, NF75, NF76.
Content To enable the student to describe the range of welding processes and considerations, to appropriate national and internationals codes and specification, applicable to welding technology involved in the production of welded fabrication, and to adjust and operate arc welding systems, to check preparations of materials prior to assembly and to check weldments for compliance.
Required Reading To be advised
Nominal Hours 60 Hours;6pts
Assessment As per accredited curriculum

EA820 SURVEY MEASUREMENT 2
Campus To be advised
Prerequisite(s) To be advised
Content Three dimensional survey control using total station (or theodolite and EDM); Radiations in three dimensions using total station (or theodolite and EDM); Construction site levelling and detail; Survey using automatic level tacheometry; Mapping of engineering/construction sites.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EA821 WELD PROCESSES
Campus To be advised
Prerequisite(s) NBB09.
Content To enable the student to describe the basic principles of arc welding and the selection of welding processes for specific purposes, and to select an appropriate welding process, including mechanised, automated and robotic welding.
Required Reading To be advised
Nominal Hours 20 Hours;2pts
Assessment As per accredited curriculum

EA822 BOILERS AND PRESSURE VESSEL CODES
Campus To be advised
Prerequisite(s) NF75, NF76.
Content To enable student to interpret rules set out in the Australian Standards for the construction, repair and installation of welded boilers and pressure vessels.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA823 WELDING TECHNOLOGY 1
Campus To be advised
Prerequisite(s) NF16, NBB10.
Content To enable students to describe the range of welding processes and considerations, to appropriate national and internationals codes and specification, applicable to welding technology involved in the production of welded fabrication, and to adjust and operate arc welding systems, to check preparations of materials prior to assembly and to check weldments for compliance.
Required Reading To be advised
Nominal Hours 40 Hours;4pts
Assessment As per accredited curriculum

EA830 CIVIL CONSTRUCTION TECHNIQUES A
Campus To be advised
Prerequisite(s) Nil
Content Describe the construction processes and equipment employed in earthworks and pipe works, and to describe the distinguishing features of common civil engineering structures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
EA851 CIVIL CONSTRUCTION TECHNIQUES B

Campus: To be advised  
Prerequisite(s): EA850 Civil Construction Techniques A  
Content: To describe and sketch where appropriate, the people, plant equipment and processes employed in the building and civil construction industry, including identification of the various materials used in the construction process.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

EA852 ENGINEERING HYDROLOGY

Campus: To be advised  
Prerequisite(s): Nil  
Content: Describe basic practices, concepts and terminology in engineering hydrology and modern electronic telemetry, use relevant dates and tools including the computer “tool”, and design specific hydraulic structures.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

EA853 FABRICATION - STRUCTURAL STEEL

Campus: To be advised  
Prerequisite(s): NBB09, NBB10.  
Content: To enable student to describe material and processes used in Structural Steel Fabrication, with emphasis on quality, safety and economical procedures.  
Required Reading: To be advised  
Nominal Hours: 40 Hours/4pts  
Assessment: As per accredited curriculum

EA854 GEOSCIENCE GEOLOGY

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Geological study; Structure of the earth and its components; Major minerals; Exploration; Engineering uses of minerals; Major types of rocks; Mechanical properties and engineering uses; structural deformation of rocks and minerals.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

EA855 HYDRAULIC MECHANICS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Principles of fluid statics; Pascal’s Law; Hydrostatic pressures on submerged surfaces; Fluid flow; Reynolds Number; Continuity flow equation; Energy of a flowing liquid; Bernoulli Equation; Hydraulic grade line and total energy line; Fluid dynamic forces; Momentum equation; Forces exerted by a jet.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

EA856 INTRODUCTION TO ROAD ENGINEERING

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Civil Engineering; The role of the Associate in the field of civil engineering; Elements and components of flexible pavements, rigid pavements and semi rigid pavements, urban roads and rural roads; Stages of construction; Selection of mechanical plant in the construction of roads; Earth retaining structures; Bridges.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

EA857 PIPE AND CHANNEL FLOW

Campus: To be advised  
Prerequisite(s): EA855 Hydraulic Mechanics  
Content: Describe the nature of hydraulic flow and apply basic mathematical principles in developing and manipulation pipe and channel flow formulae, using tables, charts and nomograms.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum

EA858 SITE INVESTIGATION

Campus: To be advised  
Prerequisite(s): EA032 Writing Technical Documents  
Content: Carry out a site investigation in accordance with AS1726.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

EA859 STATICS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Force and gravity, equilibrium of concurrent coplanar forces, moment and torque, equilibrium on non-concurrent coplanar forces, friction, couples, forces in frames.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum
### EA860 Survey Computations

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Reduction and calculation of survey field data; Determination of horizontal and vertical coordinates of feature points; Closed and open traverse calculations; Relative position and orientation of features; Detection of error; Precision of observed and calculated quantities through statistical procedures; Direct and iterative calculation procedures.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA861 Survey Measurement 1

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Surveying fundamentals; Reconnaissance of construction/engineering sites; Detail measurement on a construction/engineering site; Third order levelling.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA862 Weld Testing and Inspection

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Weld testing and inspection  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA868 Civil Materials Concrete

**Campus** To be advised  
**Prerequisite(s)** EA032 Writing Technical Documents  
**Content** Design concrete mixes, carry out laboratory tests on concrete materials and concrete to Australian Standards, AS114, AS2578.1 and AS2350  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EA904 Control Concepts

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Initial training in industrial/process controls to enable them to assess and select measurement and control system components, to perform dimensional calculations, to use appropriate terminology and to use instrumentation and controls.  
**Required Reading** To be advised  
**Nominal Hours** To be advised  
**Assessment** As per accredited curriculum

### EA929 SCADA Systems

**Campus** To be advised  
**Prerequisite(s)** EA160 Advanced PLC OR EA904 Control Concepts; AND EA903 Industrial Computer Systems  
**Content** An overview of SCADA (Supervisory Control and Data Acquisition) packages and systems, describe the features and functionality of packages; discuss the applications of SCADA and the process of implementing SCADA systems  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### EB022 Developing Instructional Materials

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To be advised  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum

### EB030 Advanced Quality Concepts

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Quality and reliability; The effect on productivity, competitiveness and standard of living; Customer satisfaction; Principles of Total Quality Management; Case studies; the application of TQM to a simple industrial situation.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum

### EB031 Quality Management

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** To enable student to describe the principles and techniques of Quality Management applicable to manufacturing situations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours; 4pts  
**Assessment** As per accredited curriculum

### EB03Q Quality Control and Computing

**Campus** To be advised  
**Prerequisite(s)** EA050 Engineering computing  
**Content** Computerised manual development, quality manuals, procedure manuals, computer systems, process control data, statistical inputting, control data analysis, compute control.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### EB041 Quality Manual Development Writing

**Campus** To be advised  
**Prerequisite(s)** EA040 Occupational Health and Safety: Interoperation of AS3902.  
**Content** Quality manual planning, development, writing,  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours; 4pts  
**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>EB050</td>
<td>ENGINEERING PROJECT</td>
<td>To be advised</td>
<td></td>
<td>To enable student to proceed form a client's brief to the preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and the oral presentation of technical information.</td>
<td>To be advised</td>
<td>80 Hours / 8pts</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB060</td>
<td>MANAGING CAD SYSTEMS</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB061</td>
<td>MANAGING CAD UTILITIES</td>
<td>To be advised</td>
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<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB062</td>
<td>ENGINEERING MANAGEMENT</td>
<td>To be advised</td>
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<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB067</td>
<td>PROJECT MANAGEMENT</td>
<td>To be advised</td>
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<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB072</td>
<td>CRITICAL PATH AND PROJECT ANALYSIS</td>
<td>To be advised</td>
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<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB073</td>
<td>PROJECT PLANNING</td>
<td>To be advised</td>
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<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB076</td>
<td>INTRODUCTION ENVIRONMENT MANAGEMENT</td>
<td>To be advised</td>
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<td></td>
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<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB078</td>
<td>IMPROVING WORKPLACE PERFORMANCE</td>
<td>To be advised</td>
<td></td>
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<td>60 Hours / 6pts</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB122</td>
<td>COMPUTER GRAPHICS</td>
<td>To be advised</td>
<td></td>
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<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB123</td>
<td>COMPUTER SYSTEMS MANAGEMENT</td>
<td>To be advised</td>
<td></td>
<td></td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Subject</td>
<td>Campus</td>
<td>Nominal Hours</td>
<td>Required Reading</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Assessment</td>
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<tr>
<td>EB160 PLC APPLICATIONS</td>
<td>To be advised</td>
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<td>The use of electronic media services, modelling and simulation. Quality assurance, planning, monitoring techniques.</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB304 MATERIAL HANDLING SYSTEM DESIGNS I</td>
<td>To be advised</td>
<td>40 Hours</td>
<td></td>
<td></td>
<td>To enable student to state the concepts, equipment types and purpose associated with materials handling equipment, and, when designing the handling system, the selection and integration of the equipment.</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB307 PRODUCTION PLANNING AND CONTROL - CHARTING TECHNIQUES</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>EA501 Production planning and control – main functions.</td>
<td>Production control and charting, machine loading, Gantt charts. Production programming, Network analysis. CPM, PERT. Production process matrix. Cost benefits.</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>EB520 STATISTICAL QUALITY CONTROL 1</td>
<td>To be advised</td>
<td>40 Hours</td>
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<td>Manufacturing process and its control, data collection and presentation, process modelling, process capability, control charts, use of computer software.</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB521 STATISTICAL QUALITY CONTROL 2</td>
<td>To be advised</td>
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<td>Sampling plans, probability distributions, use of AS 1199 and AS 1399. Attribute sampling plans.</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>EB630 MATERIAL FOR ENGINEERING</td>
<td>To be advised</td>
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<td>EA000 Material Science.</td>
<td>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.</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB676 METAL JOINING PROCESSES</td>
<td>To be advised</td>
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<td></td>
<td>NBB09.</td>
<td>To enable student to describe weld, brazing and soldering processes used in industry, the knowledge of which is required in selection and quality control procedures.</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>EB701 ADVANCED MACHINE DESIGN</td>
<td>To be advised</td>
<td>40 Hours</td>
<td></td>
<td>EB771 Advanced dynamics, EA001 Calculus, EB703 Machine design, EA780 Design for manufacture.</td>
<td>Stress, Design factors, Circular and Non-circular shaft systems, theory of parts, Theory of brakes and clutches, theory of gear drives, Fatigue failure analysis, Couplers. Shook, Fatigue and Stress raiser analysis.</td>
<td>As per accredited curriculum</td>
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<tr>
<td>EB702 DYNAMICS OF INDUSTRIAL MACHINES</td>
<td>To be advised</td>
<td></td>
<td></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, cyclical gears.</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
**EB703 MACHINE DESIGN**

- **Campus**: To be advised
- **Prerequisite(s)**: EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
- **Content**: Drive shaft materials, tensile, shear and bending straight, fatigue stress raisers and endurance, rigid couplings, flexible couplings, gear drives, electric motors, reducers.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

**EB704 MECHANICAL DESIGN**

- **Campus**: To be advised
- **Prerequisite(s)**: EA772 Introductory dynamics, EA804 Introductory strength of materials, EA711 Mechanical drive components, EB650 Material for engineering, EA060 Engineering design concepts.
- **Content**: Levers, keys and springs, couplings, journal bearings, rolling contact bearings, bolted and welded connections, helical springs, translation screws.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

**EB705 PROJECT MECHANICAL DESIGN SYNTHESIS**

- **Campus**: To be advised
- **Prerequisite(s)**: EB703 Machine design or EB704 Mechanical design, EA703 Engineering drawing (structural).
- **Content**: Tender documents and contracting, engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, general arrangement drawing component design, detailed drawings, final report, oral presentation to peers.
- **Required Reading**: To be advised
- **Nominal Hours**: 80 Hours
- **Assessment**: As per accredited curriculum

**EB709 MECHATRONICS 4 - ANALOG AUTOMATION**

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: This module takes the process model completed in EA715, connects and conditions the sensors and actuators and then automates it. The module adds at least 2 analog inputs and 1 analog output and using a PC interface or PLC and carry out an arithmetic calculation which conditions the output dependent upon the input/s.
- **Required Reading**: To be advised
- **Nominal Hours**: 80 Hours
- **Assessment**: As per accredited curriculum

**EB711 THERMODYNAMICS 2**

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Heat transfer methods, mechanisms of combustion, fuel, characteristics, steam properties and energy transfer, principles of refrigeration and heat pump systems.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

**EB712 PLANT LAYOUT**

- **Campus**: To be advised
- **Prerequisite(s)**: EA790 Manufacturing processes, EA741 Workshop processes (machine shop), EA740 Workshop practice.
- **Content**: This module aims to provide the student with the basic skills necessary to design a plant layout taking into account the economic use of the associated materials handling and storage procedures.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

**EB714 ELECTRO-FLUID CONTROL SYSTEMS**

- **Campus**: To be advised
- **Prerequisite(s)**: NBB08 Electrical Fundamentals; EA709 Industrial Fluid Power 2, or NM31 Pneumatics 1 and NM32 Hydraulics 1
- **Content**: To interpret, design and draw/construct electric and fluid power circuit diagrams, using standard symbols, for Pneumatic and Hydraulic circuits, and incorporate simple circuits with proportional valves.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

**EB715 FLUID MECHANICS 2**

- **Campus**: To be advised
- **Prerequisite(s)**: EB706 Fluid Mechanics 1
- **Content**: To calculate the fluid flow and head loss in pipes and through open channels, determine operational aspects of a pump in a system and describe the basic types of fluid machinery.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

**EB720 COMPUTER BASED MODELLING DESIGN AND DRAFTING**

- **Campus**: To be advised
- **Prerequisite(s)**: EB123.
- **Content**: Overview of different types of 3 dimensional computer aided modelling techniques. Applications software for design, manufacturing, marketing, simulation.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

**EB723 FLUID POWER (SYSTEMS CONCEPTS)**

- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: This module aims to allow the students to produce a feasibility study for a fluid power system using a combination of hydraulic, pneumatic and PLC/electric/electronic areas of study.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum
EB724 FLUID POWER (COMPONENT SELECTION AND TESTING)
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to select correct components for design, involving sizing and correct design specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB725 FLUID POWER (COMPONENT TESTING & SYSTEM/SPACE ANALYSIS)
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to develop a theory of analysis of trouble shooting and apply the theory to practical component testing and system problem solving.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB755 FLUID POWER SYSTEMS PROJECT
Campus To be advised
Prerequisite(s) EB714 Electro-Fluid Control systems; EB904 Control Concepts
Content To combine previous Fluid Power and Mechatronics systems knowledge and skills by designing, constructing and commissioning a Fluid Power Systems Project to given criteria.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB770 ROBOTICS 2
Campus To be advised
Prerequisite(s) NM14 Robotics.
Content Select robots to meet industry requirements, interphase robots to peripherals, fault diagnosis, maintenance, machine interfacing.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB771 ADVANCED DYNAMICS
Campus To be advised
Prerequisite(s) EA772 Introductory dynamics.
Content Friction, Centrifugal Force, Balancing, Mechanical Vibrations, Impulses, Momentum and Impact, Systems of Bodies in Motion.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB785 DIMENSIONAL METROLOGY - ADVANCED TECHNIQUES
Campus To be advised
Prerequisite(s) EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing.
Content Calculations, thermal influences, gauge blocks, angle measurement, indirect measurement, optical projectors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB786 DIMENSIONAL METROLOGY - COMPLEX FORMS
Campus To be advised
Prerequisite(s) EA775 Introduction to metrology; EA710 Dimensional metrology–basic, EA773 Dimensional metrology – measuring and testing.
Content Measurement of screw threads, spur gears, cam profiles.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB830 REINFORCED CONCRETE DESIGN 1
Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis; EA832 Beam and Column Analysis
Content Carry out the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB831 REINFORCED CONCRETE DESIGN 2
Campus To be advised
Prerequisite(s) EB830 Reinforced Concrete Design 1
Content Carry out the analysis and design of flexural reinforced concrete members, including beams, one and two-way slabs, footings and columns.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB832 BEAM AND COLUMN ANALYSIS
Campus To be advised
Prerequisite(s) EA859 Statics; EA804 Introductory Strength of Materials; EA805 Load Analysis
Content To perform analysis of beam and column structures involving calculation of such features as strengths, forces, distribution of moments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB833 ADVANCED JOINING TECHNIQUES
Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials, EA010 Material Science, EB650 Material for engineering, EB835.
Content To enable student to describe process and requirements for welded joint design, to select suitable structural steels and alloys for welded connections.
Required Reading To be advised
Nominal Hours 40 hours, 4pts
Assessment As per accredited curriculum
EB834 WELDED JOINT DESIGN
Campus To be advised
Prerequisite(s) EB840 Advanced strength of materials; EA010 Material Science; EB560 Material for engineering; EB835.
Content To enable students to describe processes and requirements for welded joint design, to select suitable structural steels and alloys for welded connections and to be able to perform routine calculations in the design of welded joints.
Required Reading To be advised
Nominal Hours 40 Hours/4pts
Assessment As per accredited curriculum

EB836 WELDING TECHNOLOGY 2
Campus To be advised
Prerequisite(s) To be advised
Content This module aims to build on the knowledge and skills gained in Welding Technology 1 and to further the knowledge and understanding of the welding techniques and processes associated with the application of welding technology for the production of welded fabrications and productions using a wide range of welding processes.
Required Reading To be advised
Nominal Hours 40 Hours/4pts
Assessment As per accredited curriculum

EB840 ADVANCED STRENGTH OF MATERIALS
Campus To be advised
Prerequisite(s) EA804 Introductory strength of materials.
Content Stress and Strain, Strain Energy, Bending and Shear in Beams, Combined Stresses, Buckling of Columns, Beam Deflection, Combined axial and Bending Stresses Johnson or Euler formulae, Deflections, Impact loading.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB850 CIVIL ESTIMATING
Campus To be advised
Prerequisite(s) EA071 Planning, Estimating and Costing; EA850 Civil Construction Techniques A
Content Ability to interpret civil engineering drawing and specification so as to calculate quantity of civil works, determine production rates, determine resource costs, produce direct cost estimates and major items, and produce total job tender price.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB851 ENVIRONMENT ENGINEERING
Campus To be advised
Prerequisite(s) EA852 Engineering Hydrology; EA851 Civil Construction Techniques B; EA856 Introduction to Road Engineering
Content Describe the major components of the Earth’s environment and its pollution problems, the methods used for monitoring the environment, the principles for restoration programs, and undertake an environmental case study.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB852 FOUNDATIONS 1
Campus To be advised
Prerequisite(s) EB852 Foundations 1
Content To select the most appropriate pile for a project and describe a number of underpinning methods and their applications, based on the fundamental principles and concepts applied to retaining walls slopes, embankments and trenches.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

EB853 FOUNDATIONS 2
Campus To be advised
Prerequisite(s) EB852 Foundations 1
Content To enable students to describe processes and requirements for welded joint design, to select suitable structural steels and alloys for welded connections and to be able to perform routine calculations in the design of welded joints.
Required Reading To be advised
Nominal Hours 40 Hours/4pts
Assessment As per accredited curriculum

EB854 STORMWATER DRAINAGE
Campus To be advised
Prerequisite(s) EA852 Engineering Hydrology; EA855 Hydraulic Mechanics; EA857 Pipe and Channel Flow
Content Design an underground piped drainage system for a small urban development using a simplified procedure based on the principles outlined in the Australian Institute of Engineers publication “Australian Rainfall and Runoff” 1987 and design a minor culvert for a rural road based on procedures outlined in VicRoad “Road Design Manual” Chapter Six.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB855 STRUCTURAL STEEL DESIGN 1
Campus To be advised
Prerequisite(s) To be advised
Content AS4100 limit State Design, tension members, frames, welded plate girders, members in bending and tension, purlins and grits.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

EB856 STRUCTURAL TIMBER DESIGN
Campus To be advised
Prerequisite(s) EA804 Introductory Strength of Materials; EA805 Load Analysis; EA859 Statics; EA832 Beam and Column Analysis
Content Interpret Australian Standards and design simple timber structures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Prerequisite(s)</th>
<th>Content</th>
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<th>Nominal Hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EB859</td>
<td>WASTE-WATER ENGINEERING</td>
<td>To be advised</td>
<td>EA855 Hydraulic Mechanics; EA857 Pipe &amp; Channel Flow</td>
<td>Apply Local Authority guidelines in the design of a sewerage reticulation system, and to investigate the principles of sewage treatment and thence proportion the elements of a small plant.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB860</td>
<td>GEOMETRIC ROAD DESIGN</td>
<td>To be advised</td>
<td>EA856 Introduction to Road Engineering; EA860 Surveying Computations; EA861 Surveying Measurement 1; EA813 Drafting Roads 1 (Rural)</td>
<td>Apply the principles of hydraulic mechanics to domestic water supply and irrigation design, to use tables, charts, nomograms and formulae in these areas and to design a complete irrigation system using a “flood” method.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB861</td>
<td>MINOR CIVIL ENGINEERING PROJECTS A</td>
<td>To be advised</td>
<td>Nil</td>
<td>Skills necessary to design and calculate the geometry of both rural and urban roads.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB862</td>
<td>MINOR CIVIL ENGINEERING PROJECTS B</td>
<td>To be advised</td>
<td>EB805 Load Analysis; EB832 Beam and Column Analysis</td>
<td>Opportunity to develop the skills and knowledge to determine the locations of engineering/construction elements from surveying and design information and accurately set out these elements.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB863</td>
<td>MINOR CIVIL ENGINEERING PROJECTS C</td>
<td>To be advised</td>
<td>Nil</td>
<td>Topics: Roads; Water Supply; Sewerage; Drainage; Irrigation; Concrete; Steel; Timber</td>
<td>To be advised</td>
<td>20 Hours each</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB864</td>
<td>MINOR CIVIL ENGINEERING PROJECTS D</td>
<td>To be advised</td>
<td>Nil</td>
<td>Fabrication or any relevant Civil Engineering or Construction</td>
<td>To be advised</td>
<td>20 Hours each</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB865</td>
<td>MUNICIPAL DESIGN</td>
<td>To be advised</td>
<td>EB870 Engineering Surveying 1</td>
<td>Knowledge and understanding of the fundamental principles, concepts and calculation skills necessary in the analysis of two dimensional and three dimensional frames as well as providing hands on experience with sophisticated frame analysis computer software packages.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB866</td>
<td>PAVEMENT DESIGN</td>
<td>To be advised</td>
<td>Nil</td>
<td>Knowledge and skill necessary to determine and select the most economical pavement thickness and composition which will provide a satisfactory level of service for the anticipated traffic using procedures outlined in Pavement Design Manual by AUSTROADS or using procedures based on AUSTROADS but with results from research and investigation which relate specifically to local conditions.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB867</td>
<td>FRAME ANALYSIS</td>
<td>To be advised</td>
<td>EB855 Structural Steel Design 1</td>
<td>Knowledge, understanding and training in the fundamental principles, concepts and AS4100 – 1990 Steel Structures Code requirements in the analysis and design of simple structural steelwork members.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>EB868</td>
<td>STRUCTURAL STEEL DESIGN</td>
<td>To be advised</td>
<td>Range of civil engineering projects including Bridges, Ponds, Basins and Dams</td>
<td>Knowledge and skill necessary to determine and select the most economical steelwork thickness and composition which will provide a satisfactory level of service for the anticipated traffic using procedures outlined in Structural Steel Manual by AUSTROADS or using procedures based on AUSTROADS but with results from research and investigation which relate specifically to local conditions.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

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EB875 DRAFTING REINFORCED CONCRETE 2
Campus: To be advised
Prerequisite(s): EA812 Drafting Reinforced Concrete 1
Content: Knowledge and skills necessary to prepare typical reinforced concrete drawings, in accordance with accepted practice as outlined in AS1100.501 and AS 3600.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ED008 CIVIL ENGINEERING COMPUTER APPLICATIONS
Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate an integration of knowledge and skills acquired through earlier study and work experience. Able to perform designs using a variety of appropriate civil engineering computer software applications.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ED009 INSTALLATION AND COMMISSIONING
Campus: To be advised
Prerequisite(s): To be advised
Content: The design construction process, construction documentation, legal records, construction safety, tenders and supply evaluation, maintenance systems, planning, plant installation, plant commissioning. Mechanical Services specifications and contract documents.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ED010 APPLIED MECHANICS 3A
Campus: To be advised
Prerequisite(s): EB703 Machine design, EB704 Mechanical design, EB771 Advanced dynamics, EB855 Structural steel design 1.
Content: Beam/Column theory, arterial section, linear and rotational inertia, power transmission, variable speed drives, design techniques.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

ED011 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

ED012 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

ED013 FLEXIBLE MANUFACTURING SYSTEMS (FMS) DESIGNS
Campus: To be advised
Prerequisite(s): To be advised
Content: Flexible manufacturing systems (FMS) designs
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

ED014 INTERCHANGEABLE MANUFACTURE
Campus: To be advised
Prerequisite(s): To be advised
Content: Interchangeability, dimensioning of lengths and diameters, selected fits, measurement/checking of lengths and diameters, geometry tolerance, screw thread, surface texture, adaptive control, importation – jig/fixture design.
Required Reading: To be advised
Nominal Hours: 80 Hours; 8pts
Assessment: As per accredited curriculum

ED015 HISTORY AND IMPACT OF TECHNOLOGICAL CHANGE
Campus: To be advised
Prerequisite(s): To be advised
Content: History and impact of technological change
Required Reading: To be advised
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum

ED016 QUALITY MANAGEMENT
Campus: To be advised
Prerequisite(s): To be advised
Content: Quality management
Required Reading: To be advised
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum

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
<table>
<thead>
<tr>
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<th>Assessment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED046</td>
<td>RESEARCH PROJECT A</td>
<td>To be advised</td>
<td>To be advised</td>
<td>This module is a research-based activity where scope for selection of an appropriate topic is available. The module is compulsory.</td>
<td>To be advised</td>
<td>40 Hours/4pts</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ED049</td>
<td>ADVANCED ENGINEERING MATHS A</td>
<td>To be advised</td>
<td>EA002 Engineering maths A, EA003 Engineering maths B</td>
<td>Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.</td>
<td>To be advised</td>
<td>40-60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ED050</td>
<td>ADVANCED ENGINEERING MATHS B</td>
<td>To be advised</td>
<td>EA002 Engineering maths A, EA003 Engineering maths B</td>
<td>Exponential, trigonometric and hyperbolic functions, series, vectors, analytical geometry, graphing techniques, differential calculus, integral calculus, complex numbers differential equations, statistics, linear algebra.</td>
<td>To be advised</td>
<td>40-60 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>ED054</td>
<td>COMPUTER APPLICATIONS</td>
<td>To be advised</td>
<td>EA050 Engineering computing</td>
<td>Spreadsheets and graphics, database software packages.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC001</td>
<td>PRODUCTION TECHNOLOGY/ SYSTEMS 1</td>
<td>To be advised</td>
<td>Nil</td>
<td>Develop the knowledge and skills to recognise technical processes and systems used within the manufacturing industry.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC005</td>
<td>PRODUCTION TRAINING 1</td>
<td>To be advised</td>
<td>NBB01 Communication and Industrial Relations (Parts 1 &amp; 2); NBB02 Occupational Health and Safety</td>
<td>Introduces the methods employed in the training process. Also acquire basic instructional skills.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC071</td>
<td>EQUIPMENT MAINTENANCE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC072</td>
<td>EQUIPMENT OPERATION</td>
<td>To be advised</td>
<td>NIL</td>
<td>Develop the knowledge and skills required in the setting up and procedural operation of production equipment.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC075</td>
<td>MACHINE MONITORING</td>
<td>To be advised</td>
<td>NIL</td>
<td>Knowledge and skills to identify, analyse and interpret variations in basic machine operation and performance relating to product quality.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC085</td>
<td>WORK ENVIRONMENT - GROUP PROCESSES</td>
<td>To be advised</td>
<td>NBB05 Quality Concepts</td>
<td>Develop the knowledge and skills associated with the working relationships and concepts encountered in the workplace.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC087</td>
<td>MEASUREMENT-INTRODUCTION</td>
<td>To be advised</td>
<td>NIL</td>
<td>Develop the knowledge and skills in the use of measuring equipment to obtain accurate measurement.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>EPC118</td>
<td>TOTAL QUALITY MANAGEMENT-INTRODUCTION</td>
<td>To be advised</td>
<td>NBB05 Quality Concepts</td>
<td>Develop the knowledge and skills required to operate effectively in a total quality management team.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
### EPC135 Statistical Process Control - Introduction

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Develop the knowledge and skills required of an operative working in a production environment utilising statistical process control.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

### EPC173 Functional Mathematics

**Campus**: Footscray Nicholson, Sunshine  
**Prerequisite(s)**: To be advised  
**Content**: The purpose of this module is to develop the knowledge and skills to perform workplace mathematical calculations.  
**Required Reading**: To be advised  
**Nominal Hours**: 20-40 Hours  
**Assessment**: As per accredited curriculum

### EPC174 Inventory Procedures (AATM02)

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Develop the knowledge and skills associated with goods/inventory control and materials scheduling procedures.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

### EPC185 Blaster Coater - Surface Preparation 1 (BCTM01)

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Develop the knowledge and skills associated with the substrates encountered within industry and the various methods of pre-cleaning prior to coating.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

### EPC186 Blaster Coater - Surface Coatings 1 (BCTM02)

**Campus**: To be advised  
**Prerequisite(s)**: EPC185 Blaster Coater – Surface Preparation 1 (BCTM01)  
**Content**: Develop the knowledge and skills associated with the various types of surface coatings used in industry.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

### EPC189 First Aid (BCTM03)

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Develop the knowledge and skills in first aid.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

### EPC190 Soldering (EPTM01)

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Perform fundamental soldering techniques on a range of components and connections.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

### EPC191 Electronic Components and Devices (EPTM02)

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Introduce students to the basic functions of commonly used electronic components.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

### FDFCORCOM1A Communication in the Workplace

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Exchange verbal information; Locate and use workplace information; Record routine workplace information.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

### FDFCORCOM2A Collect, Present and Apply Workplace Information

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Select and present verbal information; Use and maintain workplace information.  
**Required Reading**: To be advised  
**Nominal Hours**: 30 Hours  
**Assessment**: As per accredited curriculum

### FDFCORCOM3A Analyse and Convey Workplace Information

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Manage information; Analyse information; Present information.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

### FDFCORFS1A Apply Basic Food Safety Practices

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Conduct self within hygiene standards; Handle product hygienically; Maintain work area in clean and orderly state.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

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FDFCORFS2A IMPLEMENT THE FOOD SAFETY PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Monitor food safety in work area or sub-system; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORFS3A MONITOR THE IMPLEMENTATION OF THE FOOD SAFETY PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Monitor the implementation of the food safety plan; Respond to occurrences of non-compliance; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORGMP1A APPLY BASIC GOOD MANUFACTURING PRACTICE
Campus To be advised
Prerequisite(s) To be advised
Content Apply the GMP requirements in immediate work area; Control contamination; Implement GMP documentation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FDFCORNUM1A APPLY BASIC MATHEMATICAL CONCEPTS
Campus To be advised
Prerequisite(s) To be advised
Content Estimate routine workplace measures; Calculate routine workplace measures; Record routine workplace data.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCOROHS1A APPLY SAFE WORK PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Conduct work safely; Identify, control and report OHS hazards; Follow emergency procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

FDFCOROHS2A IMPLEMENT OH&S PRINCIPLES AND PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Follow safe work procedures relating to own work; Contribute to continuous improvement in OHS practice; Follow emergency procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCOROHS3A MONITOR THE IMPLEMENTATION OF OH&S
Campus To be advised
Prerequisite(s) To be advised
Content Monitor the implementation of safe work practices and procedures; Contribute to continuous improvement; Respond to hazardous events and emergency situations.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FDFCORQA1A APPLY BASIC QUALITY ASSURANCE PRACTICES
Campus To be advised
Prerequisite(s) To be advised
Content Monitor quality of own work; Conduct routine inspections.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

FDFCORQA2A IMPLEMENT THE QUALITY SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Monitor quality in work area or sub-system; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

FDFCORQA3A MONITOR THE IMPLEMENTATION OF THE QUALITY SYSTEM
Campus To be advised
Prerequisite(s) To be advised
Content Monitor the implementation of the quality system; Respond to hazardous situations; Contribute to continuous improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNAMERC03B SERVE LEGAL PROCESS
Campus St Albans
Prerequisite(s) Nil
Content Plan and prepare procedures; Serve documents; Prepare affidavit of service or non-service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

FNARFS14A DELIVER A SERVICE TO CUSTOMERS
Campus St Albans
Prerequisite(s) Nil
Content Project a professional image; Maintain customer confidentiality; Respond to customer requests for information; Deliver customer service.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum
FNBACC01A PROVIDE FINANCIAL INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Assess client needs; Analyse data; Prepare advice.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

FNBACC02A PREPARE STATUTORY RETURNS
Campus To be advised
Prerequisite(s) To be advised
Content Gather and verify data; prepare statutory returns; prepare tax returns; review compliance.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

FNBACC03A PREPARE BUDGETS AND FORECASTS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare budgets; forecast estimates; document budget.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC04A PROVIDE FINANCIAL REPORTS
Campus To be advised
Prerequisite(s) To be advised
Content Compile data; develop recommendations; prepare reports.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC05A ESTABLISH AND MAINTAIN FINANCIAL SYSTEMS & RECORDS
Campus To be advised
Prerequisite(s) To be advised
Content Identify record and system requirements; evaluate alternative systems; acceptance test system; prepare system documentation; implement financial systems and records; monitor financial systems; review recording procedures.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC06A IMPLEMENT FINANCIAL POLICY STATEMENTS & OPERATING PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Review requirements; implement operating procedures; monitor policy.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

FNBACC08A EVALUATE ORGANISATIONAL PROCESSES
Campus To be advised
Prerequisite(s) To be advised
Content Identify organisational processes; assess practices; prepare recommendations.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC09A AUDIT AND REPORT ON FINANCIAL SYSTEMS & RECORDS
Campus To be advised
Prerequisite(s) To be advised
Content Identify information sources; determine reporting formats; review data; verify statements.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC10A IMPLEMENT TAX PLANS
Campus To be advised
Prerequisite(s) To be advised
Content Assess tax liabilities; Optimise tax positions; Establish processes and plans; Evaluate tax policies.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC11A MONITOR COMPLIANCE ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Research reporting trends; Determine processes for adherence; Examine standards and practices; Review compliance.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

FNBACC12A IMPLEMENT ORGANISATIONAL IMPROVEMENT PROGRAMS
Campus To be advised
Prerequisite(s) To be advised
Content Review programs; Contribute to strategic development; Develop options for improvement; Establish systems to support change.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC14A EVALUATE BUSINESS PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Analyse trends in performance; Develop performance indicators; Identify options for improvement.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

FNBACC15A EVALUATE ORGANISATION’S FINANCIAL PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate returns to operations; Determine long and short term needs; Review performance.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum
VICTORIA UNIVERSITY TAFE HANDBOOK 2003

**FNBACC17A IMPLEMENT FINANCIAL SYSTEMS**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Review data; Determine options; Implement processes; Evaluate objectives.  
Required Reading: To be advised  
Nominal Hours: 80 Hours  
Assessment: As per accredited curriculum

**FNBFS03A WORK AS PART OF A TEAM**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Knowledge and principles of effective teamwork; basic understanding of reasons of organisational change.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

**FNBFIN61A PREPARE AND BANK RECEIPTS**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Batch monetary items; Prepare deposit facility; Lodge flows.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

**FNBFIN65A PROCESS JOURNAL ENTRIES**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Check and verify supporting documentation; prepare journal; authorise journal; enter data into system; check journal processing report; file documentation.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

**FNBFIN68A PREPARE REPORTS FOR MANAGEMENT**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Develop report to specifications; access report data; analyse data; prepare reports; distribute reports.  
Required Reading: To be advised  
Nominal Hours: 60 Hours  
Assessment: As per accredited curriculum

**FNBFS05A APPLY HEALTH & SAFETY PRACTICES IN THE WORKPLACE**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Knowledge of health and safety legislation and procedures; Knowledge of safe work practices.  
Required Reading: To be advised  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

**FNBFS06A RESOLVE CUSTOMER COMPLAINTS**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify customer complaint/dispute; Refer complaint/dispute; Implement corrective action policy regarding customer complaints; Process complaint/dispute; Follow up.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

**FNBFS04A USE TECHNOLOGY IN THE WORKPLACE**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Knowledge of basic computer applications, including the internet; use of appropriate software; knowledge of data storage and retrieval techniques; knowledge of equipment start up and shut down techniques.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

**FNBFIN66A WORK WITHIN A FINANCIAL SERVICES CONTEXT**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Industry and company policies and procedures in regard to customer service and administration; knowledge of relevant legislative and statutory requirements.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

**HTLCOM4A COMMUNICATE EFFECTIVELY WITH CLIENTS/ PATIENTS**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: This subject provides the student with the knowledge and skills required by the Registered Nurse Division 2, to establish and maintain effective communication with the client. The principles of therapeutic relationships are included, as well as managing difficult and challenging behaviour. Subject also introduces basic counselling skills that facilitate treatment.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

**FNBS02A COMMUNICATE IN THE WORKPLACE**
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Knowledge of communication techniques; question and listening techniques.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum

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HLTIR3A WORK EFFECTIVELY WITH CULTURALLY DIVERSE PATIENTS, CLIENTS, CUSTOMERS AND CO-WORKERS

Campus To be advised
Prerequisite(s) To be advised
Content This subject deals with the cultural awareness required for effective communication and co-operation with persons of diverse cultures. Work will be within a prescribed range of functions involving known routines and procedures with some accountability for the quality of outcomes.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD041B DETERMINE CLIENT BUSINESS EXPECTATIONS AND NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Specify context of business need or problem; Specify interested parties; Plan the requirements phase; Gather requirements; Carry out preliminary analysis of information; Resolve conflicts and develop consensus.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITAD042B CONFIRM CLIENT BUSINESS NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Confirm client expectations and needs; Confirm that information is consistent and complete; Verify that overall process is integrated, ensures remote users and any distributed requirements are covered; Specify organisation specific issues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITAD043B DEVELOP AND PRESENT A FEASIBILITY REPORT

Campus To be advised
Prerequisite(s) To be advised
Content Confirm that proposed solution is the best reasonable fit; Develop high level alternative scenarios; Prepare and publish feasibility report.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITAD046B MODEL PREFERRED SYSTEM SOLUTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Review and confirm requirements information and any existing models; Resolve conflicts and inconsistencies; Build and test model; Ensure that the model represents a workable solution.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITAD048C DEVELOP CONFIGURATION MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Establish configuration management requirements; Establish control mechanisms; Establish monitoring mechanisms; Manage the release of the product to clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITAD049A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION

Campus To be advised
Prerequisite(s) To be advised
Content Analyse components; Prepare schema; Prepare component model; Iterate and review model.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITAD050A DEVELOP DETAILED COMPONENT SPECIFICATION FROM PROJECT SPECIFICATION

Campus To be advised
Prerequisite(s) To be advised
Content Analyse components; Prepare schema; Prepare component model; Iterate and review model.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITAD051B DEVELOP CLIENT USER INTERFACE

Campus To be advised
Prerequisite(s) To be advised
Content Prepare design for interface; Design and document the system user interface.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITAD056B PREPARE DISASTER RECOVERY/CONTINGENCY PLANS

Campus To be advised
Prerequisite(s) To be advised
Content Evaluate impact of system on business continuity; Evaluate threats to system; Formulate prevention and recovery strategy; Develop project plan to support strategy.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITAD057A MANAGE A REUSE LIBRARY

Campus To be advised
Prerequisite(s) To be advised
Content Specify components for reuse library; Document the reuse library; Set up library structure.
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITAD059B DEVELOP DETAILED TECHNICAL DESIGN

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the determination of technical design features; Contribute to design review; Contribute to the development of program specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

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ICAITB060B IDENTIFY PHYSICAL DATABASE REQUIREMENTS

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify database scope; Identify database requirements.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB061B MONITOR PHYSICAL DATABASE IMPLEMENTATION

Campus: To be advised
Prerequisite(s): To be advised
Content: Undertake DBMS modelling; Monitor database performance.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITB064B PREPARE SOFTWARE DEVELOPMENT REVIEW

Campus: To be advised
Prerequisite(s): To be advised
Content: Review software standards; Review implementation standards; Review software metrics and milestones.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITB065B PREPARE FOR SOFTWARE DEVELOPMENT USING RAD

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine RAD requirements; Determine work metrics; Implement administration method.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

ICAITB066B BUILD USING RAD

Campus: To be advised
Prerequisite(s): To be advised
Content: Construct the application using RAD; Prepare the handover stage.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB067B DEVELOP SOFTWARE

Campus: To be advised
Prerequisite(s): To be advised
Content: Code each program module; Review each program module; Document each program module.
Required Reading: To be advised
Nominal Hours: 280 Hours
Assessment: As per accredited curriculum

ICAITB070B CREATE CODE FOR APPLICATIONS

Campus: To be advised
Prerequisite(s): To be advised
Content: Declare and assign variables; Develop structure of code sections; Unit test each module; Identify range of exceptions; Determine handling and propagation procedures for exceptions; Use debugging and error handling techniques.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

ICAITB075A USE A LIBRARY OR PRE-EXISTING COMPONENTS

Campus: To be advised
Prerequisite(s): To be advised
Content: Estimate potential reuse units from design program specifications; Identify components and assess their fit; Evaluate for new gaps; Link/use components.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITB135A CREATE A SIMPLE MARK-UP LANGUAGE DOCUMENT TO SPECIFICATION

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine document usage and structure; Create document structure with chosen mark-up language; Format document and import objects; Create tables; Generate links; Test and save document.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

ICAITB136A USE SQL TO CREATE DATABASE STRUCTURES AND MANIPULATE DATA

Campus: To be advised
Prerequisite(s): To be advised
Content: Execute a SQL statement to access and retrieve data; Perform SQL statement to limit and sort rows retrieved by a query; Perform SQL functions; Execute create table statement; Create and run subqueries; Create views.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

ICAITB137A PRODUCE BASIC CLIENT SIDE SCRIPT FOR DYNAMIC WEB PAGES

Campus: To be advised
Prerequisite(s): To be advised
Content: Construct a script using basic syntax; Write scripts using methods, functions and events; Create objects for dynamic web pages; Test script and debug.
Required Reading: To be advised
Nominal Hours: 25 Hours
Assessment: As per accredited curriculum
<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>ICAITD003B</td>
<td>RECEIVE AND PROCESS ORAL AND WRITTEN COMMUNICATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Receive and process oral communication; Receive and process written communication; Respond to incoming telephone calls; Make telephone calls.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITD128A</td>
<td>CREATE USER AND TECHNICAL DOCUMENTATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine documentation standards and requirements; Produce technical software documentation; Create client user documentation; Obtain endorsement/sign-off.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI090B</td>
<td>CONDUCT PRE-INSTALLATION AUDIT FOR SOFTWARE INSTALLATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Assess compatibility of existing software; Confirm interoperability of software with environment; Assess system capacity to install ordered software; Prepare and distribute audit report.</td>
<td>As per accredited curriculum</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI091B</td>
<td>CONDUCT POST IMPLEMENTATION REVIEW</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Schedule review; Carry out review; Document and publish results.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI097A</td>
<td>INSTALL AND CONFIGURE A NETWORK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Install and configure network environment; Install network protocol applications.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI097B</td>
<td>INSTALL AND CONFIGURE A NETWORK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Install and configure network environment; Install network protocol applications.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI099B</td>
<td>INSTALL AND MANAGE COMPLEX NETWORKS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Implement multiple servers; Install and configure devices to extend network reach; Manage differing levels of security; Connect to a host computer; Integrate and manage network resources with network utilities.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI090B</td>
<td>BUILD AN INTRANET</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan and design an intranet to meet business requirements; Install and configure intranet infrastructure to meet business requirements; Install and configure intranet services to meet business requirements; Manage and support the intranet.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI100B</td>
<td>BUILD AN INTERNET INFRASTRUCTURE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Plan and design an Internet to meet business requirements; Install and configure Internet infrastructure to meet business requirements; Install and configure Internet services to meet business requirements; Monitor security and Internet access; Ensure user accounts controlled; Manage and support the Internet.</td>
<td>As per accredited curriculum</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITI099B</td>
<td>INSTALL AND MANAGE NETWORK PROTOCOLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Install and configure network protocol environment; Install network protocol applications.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITPM129A</td>
<td>APPLY SKILLS IN PROJECT INTEGRATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Contribute to integration of the nine functions of project management; Contribute to the coordination of internal and external environments; Contribute to the support of project activities throughout the life cycle.</td>
<td>As per accredited curriculum</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
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<tr>
<td>ICAITS001C</td>
<td>APPLY PROBLEM SOLVING TECHNIQUES TO ACHIEVE ORGANISATION GOALS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Scan immediate environment to identify possible problems; Identify, assess and resolve routine problems; Refer non-standard problem to supervisor.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS004C</td>
<td>CONNECT HARDWARE PERIPHERALS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Confirm requirements of client; Obtain required peripherals; Connect hardware peripherals.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS005B</td>
<td>INSTALL SOFTWARE APPLICATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine software or software upgrade requirements of clients; Obtain software or software upgrade; Install software of upgrade.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS007C</td>
<td>MAINTAIN SYSTEM INTEGRITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Carry out file maintenance; Carry out virus scanning; Follow software copyright procedures; Record software licences; Restore system back-up.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS012B</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 apply aspects of systems optimisation.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS014C</td>
<td>INSTALL AND OPTIMISE SYSTEM SOFTWARE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine operating systems requirements; Obtain operating system; Install and optimise operating system; Provide instruction to meet new software requirements.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS015C</td>
<td>INSTALL AND OPTIMISE SYSTEM SOFTWARE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Operate system diagnostics; Scan system for viruses.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS017C</td>
<td>MAINTAIN SYSTEM INTEGRITY</td>
<td>To be advised</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>ICAITS018B</td>
<td>CONNECT INTERNAL HARDWARE COMPONENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine new components required; Obtain components; Install components; Provide instruction to meet new requirements.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS019B</td>
<td>DETERMINE CLIENT COMPUTING PROBLEMS AND ACTION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine client problem; Prioritise client problems; Refer maintenance to supervisor where required; Carry out maintenance; Prepare maintenance report; Confirm problem resolution.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS020B</td>
<td>PROVIDE ONE TO ONE INSTRUCTION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine client need; Organise instruction resources; Provide appropriate instruction; Obtain client feedback.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS022B</td>
<td>PROVIDE BASIC SYSTEM ADMINISTRATION</td>
<td>To be advised</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>ICAITS023B</td>
<td>RUN STANDARD DIAGNOSTIC TESTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Operate system diagnostics; Scan system for viruses.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
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<tr>
<td>ICAITS029B</td>
<td>INSTALL NETWORK HARDWARE TO A NETWORK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine hardware requirements of clients; Obtain hardware; Install network hardware; Provide support for installed products; Determine and provide instruction and support.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS031B</td>
<td>PROVIDE ADVICE TO CLIENTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Analyse client support issues; Provide advice on software; Provide advice on hardware; Determine and provide instruction and support.</td>
<td>To be advised</td>
<td>36-40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS032B</td>
<td>PROVIDE NETWORK SYSTEMS ADMINISTRATION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Provide client access and security; Input into and disseminate disaster recovery plan; Monitor network performance.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS033B</td>
<td>ASSIST WITH POLICY DEVELOPMENT FOR CLIENT SUPPORT PROCEDURES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine support issues; Determine management requirements; Provide recommended changes for client support policy; Update documented client support policy.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS034B</td>
<td>DETERMINE AND ACTION NETWORK PROBLEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine client problem; Determine whether maintenance is covered by policy; Carry out maintenance; Prepare maintenance report.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS035C</td>
<td>ASSIST WITH ANALYSIS OF EMERGING TECHNOLOGY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Liaise with vendors, training providers and the information technology industry to determine technology to assist organisation; Prepare and present reports as required by management.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS036B</td>
<td>ESTABLISH AND MAINTAIN CLIENT USER LIASON DURING SUPPORT ACTIVITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify client user liaison procedures; Determine appropriate client user to make contact with; Establish contact and develop reporting protocol; Maintain established communication links.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS037B</td>
<td>ACTION AND COMPLETE CHANGE REQUESTS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Review change requests; Modify system to accept changes; Prepare and deliver training; Complete status evaluation; Implement changes.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICAITS038B</td>
<td>RECTIFY SYSTEM FAULTS ON A LIVE SYSTEM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine maintenance methodologies and repositories; Implement change management system; Report review of results.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
ICAITS108B COMPLETE DATABASE BACK-UP AND RECOVERY
Campus To be advised
Prerequisite(s) To be advised
Content Review database architecture; Determine back-up methods appropriate to database requirements; Determine baselines and recovery procedures; Employ database alternatives.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS109B EVALUATE SYSTEM STATUS
Campus To be advised
Prerequisite(s) To be advised
Content Determine scope and evaluation parameters; Carry out evaluation; Report on evaluation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS110B IMPLEMENT SYSTEM SOFTWARE CHANGES
Campus To be advised
Prerequisite(s) To be advised
Content Determine system change required; Carry out system change; Present changes to clients for acceptance; Perform hand-over to systems operations area.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS112B OPTIMISE SYSTEM PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Identify areas of poor performance; Investigate methods to improve performance; Tune system and monitor performance.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS113B IDENTIFY AND RESOLVE COMMON DATABASE PERFORMANCE PROBLEMS
Campus To be advised
Prerequisite(s) To be advised
Content Diagnose problems; Configure database; Tune database.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITS114B IMPLEMENT MAINTENANCE PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Establish best practices for equipment and software maintenance; Identify resources to provide equipment and software maintenance; Revise practices, where appropriate.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAITS115B MAINTAIN EQUIPMENT AND SOFTWARE IN WORKING ORDER
Campus To be advised
Prerequisite(s) To be advised
Content Determine equipment maintenance required; Diagnose and repair fault; Document maintenance carried out and make recommendations for future maintenance.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS116B UNDERTAKE CAPACITY PLANNING
Campus To be advised
Prerequisite(s) To be advised
Content Analyse existing system capacity; Determine future capacity requirements; Develop plan for capacity enhancements; Install capacity enhancements; Monitor on-going capacity requirements.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS117B MAINTAIN CUSTOM SOFTWARE
Campus To be advised
Prerequisite(s) To be advised
Content Determine the software fault to be corrected; Identify and isolate fault; Design the fix for the fault; Carry out the fix to the software; Test the fix and associated system areas; Hand over to systems operations area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITS118B MANAGE SYSTEM SECURITY
Campus To be advised
Prerequisite(s) To be advised
Content Identify threats to system; Review audit needs; Identify appropriate controls; Incorporate controls into the system; Implement additional security procedures.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITS120A ADMINISTER AND CONFIGURE A NETWORK O/S
Campus Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.
Prerequisite(s) To be advised
Content This unit defines the competency required to set up and use administrative tools to manage a network and create the network configuration required by client
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum
ICAITS120B ADMINISTER AND CONFIGURE A NETWORK OPERATING SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content Create an interface with existing system; Set up and manage the network file system; Review network policies; Manage user services; Monitor user accounts; Provide and support back-up security.
Required Reading To be advised
Nominal Hours 20-50 Hours
Assessment As per accredited curriculum

ICAITS124B MONITOR AND ADMINISTER NETWORK SECURITY

Campus To be advised
Prerequisite(s) To be advised
Content Ensure user accounts are controlled; Ensure secure file and resource access; Monitor threats to the network.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITS125B MONITOR AND ADMINISTER A DATABASE

Campus To be advised
Prerequisite(s) To be advised
Content Start up a database; Manage database; Manage database access.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAIT077B DEVELOP DETAILED TEST PLAN

Campus To be advised
Prerequisite(s) To be advised
Content Prepare test environment and gather tools; Prepare test data; Complete test plan.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAIT079B PERFORM INTEGRATION TEST

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for test; Conduct test; Analyse and classify results.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAIT085B PERFORM SPECIFIC UNIT TEST FOR OO CLASS

Campus To be advised
Prerequisite(s) To be advised
Content Develop test schedule; Complete test procedures; Review the completeness and accuracy of the system.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

ICAIT083B DEVELOP AND CONDUCT CLIENT ACCEPTANCE TEST

Campus To be advised
Prerequisite(s) To be advised
Content Identify acceptance criteria and develop test plan; Perform functional testing on software modules; Validate test results against expected results; Sign off and acceptance obtained.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAIT084B PERFORM STRESS AND LOADING TEST OF INTEGRATED PLATFORM

Campus To be advised
Prerequisite(s) To be advised
Content Create test plan; Undertake test; Diagnose and resolve faults; Update documentation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITW011B PARTICIPATE IN A TEAM AND INDIVIDUALLY TO ACHIEVE ORGANISATION GOALS

Campus To be advised
Prerequisite(s) To be advised
Content Establish own work schedule; Participate in team structure.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
ICAITTW026B COORDINATE AND MAINTAIN TEAMS

Campus To be advised
Prerequisite(s) To be advised
Content Establish, develop and improve teams; Coordinate team; Delegate responsibility and authority.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU007B MAINTAIN EQUIPMENT AND CONSUMABLES

Campus To be advised
Prerequisite(s) To be advised
Content Clean disc drives and peripherals; Replace and maintain consumables and supplies; Maintain peripherals.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU007B RELATE TO CLIENTS ON A BUSINESS LEVEL

Campus To be advised
Prerequisite(s) To be advised
Content Build and maintain business networks and relationships; Plan to meet internal and external client requirements; Negotiate client support service costs; Monitor, adjust and implement procedures to maintain client focus.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICAITU008C APPLY OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Determine Occupational Health and Safety (OH and S) issues relating to immediate work environment; Document and disseminate Occupational Health and Safety requirements; Provide basic ergonomic advice.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU009C OPERATE COMPUTER HARDWARE

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate office peripherals; Operate and maintain a range of hardware; Use keyboard and equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ICAITU009C 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

ICAITU009C OPERATE COMPUTING PACKAGES

Campus To be advised
Prerequisite(s) To be advised
Content Use appropriate software; Access, retrieve and manipulate data; Access and use help; Use keyboard and equipment.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

ICAITU009C CUSTOMISE PACKAGED SOFTWARE APPLICATIONS FOR CLIENTS

Campus To be advised
Prerequisite(s) To be advised
Content Determine customisation requirements of client; Analyse impact of customisation on system relationship; Provide support for customised application; Observe client feedback.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum
ICAITU126A USE ADVANCED FEATURES OF COMPUTER APPLICATIONS
Campus Footscray Nicholson, Melton, St Albans, 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

ICAITU127B SUPPORT SYSTEM SOFTWARE
Campus To be advised
Prerequisite(s) To be advised
Content Maintain system software; Set up and manage the system files; Manage system usage; Monitor system security; Carry out system back-up; Restore system back-up.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

ICAITU128A OPERATE A PERSONAL COMPUTER
Campus To be advised
Prerequisite(s) To be advised
Content Start computer and access basic system information and features; Navigate and manipulate desktop environment; Organise basic directory and folder structures; Organise files for user and/or organisational requirements; Print information; Correctly shut down computer.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU129A OPERATE A WORD PROCESSING APPLICATION
Campus To be advised
Prerequisite(s) To be advised
Content Create documents; Customise basic settings to meet page layout conventions; Format document; Create tables; Add objects and images; Print word processing documents.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU130A OPERATE A SPREADSHEET APPLICATION
Campus To be advised
Prerequisite(s) To be advised
Content Create spreadsheets; Customise basic settings; Format spreadsheets; Incorporate objects and charts in spreadsheets; Print spreadsheets.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU131A OPERATE A DATABASE APPLICATION
Campus To be advised
Prerequisite(s) To be advised
Content Create a database; Customise basic settings; Create reports; Create forms; Retrieve information.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

ICAITU132A OPERATE A PRESENTATION PACKAGE
Campus To be advised
Prerequisite(s) To be advised
Content Create presentations; Customise basic settings; Format presentations; Add slide show effects; Print presentation and notes.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITU133A SEND AND RETRIEVE INFORMATION OVER THE INTERNET USING BROWSERS AND EMAIL
Campus To be advised
Prerequisite(s) To be advised
Content Access the internet; Search the internet; Send and organise messages; Create an address book.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

ICAITTW001B WORK EFFECTIVELY IN AN INFORMATION TECHNOLOGY ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Comply with general IT policies and procedures; Promote the organisation and the IT department in a manner consistent with the organisational mission; Identify Information Technology equipment/software and operating system supported by the organisation.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICAITTW002B COMMUNICATE IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Establish contact with clients; Process information.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

ICPMM11BA IDENTIFY COMPONENTS OF MULTIMEDIA
Campus Footscray Nicholson, Melton, St Albans, 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
<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>ICPMM13CA</td>
<td>Author a Multimedia Sequence</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify the elements of multimedia; Identify the scope of authoring software; Use authoring software; Create a multimedia presentation.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>ICPMM15DA</td>
<td>Develop a Multimedia Script</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify and describe multimedia script formats and processes; Use scripting techniques to create a multimedia production script.</td>
<td>To be advised</td>
<td>Nominal Hours 40 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICPMM21CA</td>
<td>Capture a Digital Image</td>
<td>Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>Assess digital camera qualities; Photograph and upload a digital image.</td>
<td>To be advised</td>
<td>Nominal Hours 20 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICPMM41CA</td>
<td>Incorporate Text into Multimedia Presentations</td>
<td>Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>Use multimedia text software; Create multimedia text.</td>
<td>To be advised</td>
<td>Nominal Hours 20 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICPMM61DA</td>
<td>Prepare Multimedia for Different Platforms</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Identify and describe multimedia delivery techniques; Prepare data for multimedia platforms.</td>
<td>To be advised</td>
<td>Nominal Hours 50 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICPMM63BA</td>
<td>Access the Internet</td>
<td>Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>Identify and use local resources and identify and use remote resources.</td>
<td>To be advised</td>
<td>Nominal Hours 20 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICPMM65DA</td>
<td>Create Web Pages with Multimedia</td>
<td>Footscray Nicholson, Melton, St Albans, Sunshine, Werribee.</td>
<td>To be advised</td>
<td>Identify the tools and parameters of web page design; Produce Web pages; Validate and prepare for distribution.</td>
<td>To be advised</td>
<td>Nominal Hours 50 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICPMM81EA</td>
<td>Manage Multimedia Production</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Design a production cycle for a multimedia product; Define the attributes of interactive multimedia products; Manage research; Manage the multimedia process.</td>
<td>To be advised</td>
<td>Nominal Hours 40 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICTTC200A</td>
<td>Use Telecommunications Technology in Receiving and Making Outgoing Calls in the Call Centre Environment</td>
<td>City King</td>
<td>Nil</td>
<td>Operate and effectively use telecommunications technology in the operational environment; Receive and respond to incoming calls; Make outgoing calls and transmit messages.</td>
<td>To be advised</td>
<td>Nominal Hours 35 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICTTC201A</td>
<td>Use Basic Computer Technology to Process Enterprise and Customer Requirements</td>
<td>City King</td>
<td>Nil</td>
<td>Establish context and background information; Identify and access relevant computer files; Retrieve, view and close system files; Navigate help files.</td>
<td>To be advised</td>
<td>Nominal Hours 35 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
<tr>
<td>ICTTC202A</td>
<td>Use Specific Enterprise Systems to Satisfy Basic Customer Requirements</td>
<td>City King</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>Nominal Hours 40 Hours</td>
<td>Assessment As per accredited curriculum</td>
</tr>
</tbody>
</table>
ICTTC203A NAVIGATE AND INTERROGATE SPECIFIC ENTERPRISE SYSTEMS TO SATISFY CUSTOMER REQUIREMENTS

**Campus** To be advised
**Prerequisite(s)** To be advised
**Content** Access a range of enterprise business systems; Determine and locate information to satisfy customer requirements using multiple screens and more than one enterprise system; Enter or modify data to provide complex or advanced customer needs; Identify and rectify system information and processing errors.
**Required Reading** To be advised
**Nominal Hours** 35-40 Hours
**Assessment** As per accredited curriculum

ICTTC204A ESTABLISH POSITIVE RELATIONSHIPS WITH CUSTOMERS

**Campus** City King
**Prerequisite(s)** Nil
**Content** Receive an inquiry from the customer; Make initial contact with the customer; Establish a relationship with the customer; Determine customer requirements; Respond to customer requests in a timely and effective manner.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

ICTTC205A MANAGE AND BUILD ON RELATIONSHIPS WITH CUSTOMERS

**Campus** City King
**Prerequisite(s)** Nil
**Content** Contribute to identification and dimensioning of customer needs; Obtain feedback from customers; Contribute to assessment and enhancement of customer satisfaction and relationships.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

ICTTC206A RESPOND TO INBOUND CALLS RELATING TO SPECIFIC MARKETING CAMPAIGN

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify campaign details; Process customer inquiries; Arrange provision of campaign product/service; Record campaign results.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

ICTTC207A CONDUCT OUTBOUND TELEMARKETING CAMPAIGN

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify telemarketing campaign requirements; Conduct campaign; Record campaign results.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

ICTTC208A CONDUCT TELEMARKETING CAMPAIGN INVOLVING SELLING OF PRODUCT/ SERVICE

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify telemarketing campaign requirements; Conduct campaign; Complete sales; Record campaign results.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

ICTTC209A CONDUCT DATA COLLECTION FOR MARKET RESEARCH, OPINION POLLS, CUSTOMER SURVEYING

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify research/survey details; Plan data collection for research/survey; Conduct data collection for research/survey; Record campaign results.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum

ICTTC210A PROCESS SALES OF LIMITED PRODUCT/ SERVICE FROM INCOMING INQUIRIES

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify customer needs; Close sales; Input sales records.
**Required Reading** To be advised
**Nominal Hours** 30-35 Hours
**Assessment** As per accredited curriculum

ICTTC211A PROCESS SALES OF COMPLEX PRODUCT/ SERVICE AND WHERE CUSTOMER IS UNSURE OF AVAILABLE SOLUTIONS

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify customer needs; Close sales; Input sales records.
**Required Reading** To be advised
**Nominal Hours** 35-40 Hours
**Assessment** As per accredited curriculum

ICTTC212A PROCESS SALES WHICH COMMIT BOTH CUSTOMER AND ENTERPRISE TO CONSIDERABLE FINANCIAL COMMITMENT

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify customer needs; Close sales; Input sales records; Provide sales support where required.
**Required Reading** To be advised
**Nominal Hours** 40 Hours
**Assessment** As per accredited curriculum

ICTTC213A PROVIDE BASIC PRODUCT/ SERVICE SUPPORT AND ASSISTANCE TO CUSTOMERS

**Campus** City King
**Prerequisite(s)** Nil
**Content** Identify and clarify customer inquiry; Satisfy customer need.
**Required Reading** To be advised
**Nominal Hours** 35 Hours
**Assessment** As per accredited curriculum
ICTTC214A PROCESS GENERAL INQUIRIES FROM CUSTOMERS AND PROVIDE ASSOCIATED SUPPORT AND ASSISTANCE
Campus City King
Prerequisite(s) Nil
Content Identify and clarify customer inquiry; Satisfy customer need; Follow up customer on inquiry resolution.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC215A PROVIDE SUPPORT TO STAFF AND CUSTOMERS ON ALL INQUIRIES AND ON MATTERS DEFENDING ENTERPRISE ACTIONS, POLICY AND LEGISLATION
Campus City King
Prerequisite(s) Nil
Content Receive and respond to queries; Satisfy inquiry; Deal directly with customers in the defence of enterprise actions; Negotiate with customers whose needs cannot be met because of enterprise policy; Follow up customer on inquiry resolution; Analyse staff actions and level of customer support and identify training needs as appropriate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC216A ACTION REPORTS OF FAULTS REPORTED BY CUSTOMERS RELATING TO SPECIFIC PRODUCT/SERVICE
Campus City King
Prerequisite(s) Nil
Content Receive fault report; Resolve customer difficulties; Complete fault records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC217A ACTION REPORTS OF PRODUCT/SERVICE FAULTS REPORTED BY CUSTOMERS
Campus City King
Prerequisite(s) Nil
Content Receive fault report; Perform analysis and tests of customer product/service where practicable; Resolve customer difficulties; Provide feedback to the customer during and at the completion of the repair process; Complete fault records.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC218A NEGOTIATE WITH CUSTOMERS ON MAJOR PRODUCT/SERVICE FAULTS
Campus City King
Prerequisite(s) Nil
Content Identify major fault and/or service difficulty; Determine impact of fault/service difficulty; Plan action to inform customers. Inform customers of planned action; Process incoming reports/complaints resulting from major fault and/or service difficulty; Provide feedback to the customer during and at the completion of the repair process; Follow up customer on inquiry resolution.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC219A RESOLVE COMPLAINTS DEALING WITH SPECIFIC PRODUCT/SERVICE
Campus City King
Prerequisite(s) Nil
Content Identify and analyse the complaint to establish the underlying cause; Determine and agree appropriate action to resolve the complaint.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC220A RESOLVE CUSTOMER COMPLAINTS
Campus City King
Prerequisite(s) Nil
Content Identify and analyse the complaint to establish the underlying cause; Comply with enterprise standards and procedures when resolving complaints; Determine and agree appropriate action to resolve the complaint; Action agreed plan to resolve the complaint.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC221A RESOLVE THE MORE COMPLEX CUSTOMER COMPLAINTS
Campus City King
Prerequisite(s) Nil
Content Receive and respond to complaints; Develop plans for dealing with complaint; Negotiate complaint resolution with customer; Negotiate with customers whose complaints cannot be resolved because of enterprise policy; Follow up customer on inquiry resolution; Analyse staff actions and level of customer support and identify training needs as appropriate.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC222A PROCESS LOW RISK CREDITS APPLICATIONS
Campus City King
Prerequisite(s) Nil
Content Receive application; Process application; Complete administrative arrangements; Apply credit management action to outstanding accounts.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC223A PROCESS HIGH RISK CREDIT APPLICATIONS
Campus City King
Prerequisite(s) Nil
Content Receive application; Determine application; Negotiate credit application details with customer; Complete administrative arrangements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
### ICTTC224A PROVIDE BASIC ASSISTANCE TO CUSTOMERS IN RELATION TO ACCOUNT INQUIRIES

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Identify and clarify customer inquiry; Satisfy customer need.
- **Required Reading:** To be advised
- **Nominal Hours:** 35 Hours
- **Assessment:** As per accredited curriculum

### ICTTC225A PROCESSES THE MORE COMPLEX BILLING/ACCOUNT INQUIRIES FROM CUSTOMERS

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Identify and clarify customer inquiry; Satisfy customer need; Negotiate account payment extensions; Approve waiver of charges where errors are evident.
- **Required Reading:** To be advised
- **Nominal Hours:** 35 Hours
- **Assessment:** As per accredited curriculum

### ICTTC226A HANDLE TO FINALITY THE VERY COMPLEX CUSTOMER ACCOUNT MATTERS INCLUDING SEVERANCE OF SERVICE/RETURN OF PRODUCT FOR NON PAYMENT OF ACCOUNT

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Receive and respond to queries; Satisfy inquiry; Negotiate with payment defaulters; Advise defaulting customers of service/product.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ICTTC227A MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Manage self; Set and meet own work priorities; Develop and maintain professional competency.
- **Required Reading:** To be advised
- **Nominal Hours:** 35 Hours
- **Assessment:** As per accredited curriculum

### ICTTC228A PROVIDE LEADERSHIP TO A TEAM OF CALL CENTRE OPERATIONAL STAFF IN THE ACHIEVEMENT OF BUSINESS GOALS AND OBJECTIVES

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Demonstrate high standards of management performance; Enhance the organisation’s image; Influence individuals and teams positively; Make informed decisions.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ICTTC229A ESTABLISH AND MANAGE EFFECTIVE RELATIONSHIPS WITHIN THE CALL CENTRE TEAM ENVIRONMENT

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Gather, convey and receive information and ideas; Develop trust and confidence; Build and maintain networks and relationships; Manage difficulties to achieve positive outcomes.
- **Required Reading:** To be advised
- **Nominal Hours:** 35 Hours
- **Assessment:** As per accredited curriculum

### ICTTC230A LEAD, PARTICIPATE IN AND FACILITATE THE ACTIVITIES OF A CALL CENTRE ENVIRONMENT

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Participate in team planning; Develop team commitment and cooperation; Participate in and facilitate work team; Manage and develop team performance.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ICTTC231A MANAGE THE OPERATIONS OF A CALL CENTRE WORK TEAM TO ACHIEVE PLANNED OUTCOMES

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Plan resource use to achieve profit/productivity targets; Acquire resources to achieve operational plan; Monitor operational performance; Monitor resource usage.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ICTTC232A MANAGE INFORMATION AND INFORMATION SYSTEMS IN THE CALL CENTRE TEAM ENVIRONMENT

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Identify and source information needs; Collect, analyse and report information; Use management information systems; Prepare business plans and budgets; Prepare resource proposals.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum

### ICTTC233A LEAD A CALL CENTRE TEAM DELIVERING QUALITY CUSTOMER SERVICE

- **Campus:** City King
- **Prerequisite(s):** Nil
- **Content:** Plan to meet internal and external customer requirements; Ensure delivery of quality products and services; Monitor, adjust and report customer service.
- **Required Reading:** To be advised
- **Nominal Hours:** 40 Hours
- **Assessment:** As per accredited curriculum
ICTTC234A DEVELOP AND MAINTAIN A SAFE WORKPLACE AND ENVIRONMENT
Campus City King
Prerequisite(s) Nil
Content Access and share legislation, codes and enterprise policy; Plan and implement safety requirements; Monitor, adjust and report safety performance; Investigate and report non-conformance.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

ICTTC235A IMPLEMENT AND MONITOR QUALITY AND CONTINUOUS IMPROVEMENT SYSTEMS AND PROCESSES
Campus City King
Prerequisite(s) Nil
Content Implement continuous improvement systems and processes; Monitor, adjust and report performance; Consolidate opportunities for further improvement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC236A FACILITATE AND CAPITALISE ON CHANGE AND INNOVATION
Campus City King
Prerequisite(s) Nil
Content Participate in planning the introduction of change; Develop creative and flexible approaches and solutions; Manage emerging challenges and opportunities.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ICTTC237A CONTRIBUTE TO THE DEVELOPMENT OF A LEARNING CULTURE WITHIN THE CALL CENTRE ENVIRONMENT
Campus City King
Prerequisite(s) Nil
Content Create learning opportunities; Assess workplace competence; Facilitate and promote learning; Monitor and improve learning effectiveness.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

ITB301 THE BUSINESS ENVIRONMENT
Campus To be advised
Prerequisite(s) Nil
Content Identify organization goals, objectives and functions; for a variety of business environments; Identify the relationship between a business organisation and the financial system; Identify different types of organizations and their structures; Identify the effects of technological change on business organisations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITC005 SUPPORTING THE INTERNET AND THE WORLD WIDE WEB
Campus To be advised
Prerequisite(s) To be advised
Content This module will enable a student to explain the Internet to users, set up Home Pages and create links to customised pages.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF202 INTERNET FUNDAMENTALS USING NETSCAPE NAVIGATOR AND EMAIL
Campus To be advised
Prerequisite(s) To be advised
Content Describe the main features of the internet; access the World Wide Web (WWW) using Netscape; search the WWW; transfer files on the WWW; access News Groups; use electronic mail.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF205 DATABASE FUNDAMENTALS
Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Nil
Content This module will provide a student with the skills and knowledge in the use of a database package to set up and maintain single table databases.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Written short answers

ITF304 ADVANCED OPERATIONS–WORD PROCESSING
Campus To be advised
Prerequisite(s) To be advised
Content Produce, format, and electronically file multiple-page word processing documents; common paragraph formatting commands; word processing tools such as find/search and replace, spell checker, grammar checker, thesaurus and page formatting options.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF305 ADVANCED OPERATIONS–SPREADSHEET
Campus To be advised
Prerequisite(s) To be advised
Content Spreadsheets incorporating mathematical and financial functions and common formulae; mathematical, statistical, financial, date and logical functions; creating, saving and printing graphs; relative and absolute cell reference; spreadsheet design.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

ITF309 INTRODUCTION TO DESKTOP PUBLISHING
Campus To be advised
Prerequisite(s) To be advised
Content To enable a student to use the features of a desktop publisher to produce professional quality business documents.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
### ITF413 PAGE AND DOCUMENT DESIGN PRINCIPLES

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</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>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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### ITF415 COMMERCIAL DATABASE PACKAGES 1

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
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<tr>
<td>Content</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>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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### ITL303 WORKPLACE HEALTH AND SAFETY

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>Nil</td>
</tr>
<tr>
<td>Content</td>
<td>Outline the current Australian occupational health and safety (OH&amp;S) regulations; Identify ergonomic factors that affect OH&amp;S in an IT work environment; Identify the electrical safeguards required for an IT work environment; Outline the OH&amp;S procedures to be followed in an IT work environment.</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>
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</table>

### LGACORE 103A PROVIDE SERVICE TO CUSTOMERS IN A LOCAL GOVERNMENT ENVIRONMENT

<table>
<thead>
<tr>
<th>Campus</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Identify customer needs and expectations; Decide appropriate action and respond accordingly; Present a positive image of Council to the public; Deal with difficult customer situations.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>20 Hours</td>
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<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
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### LGACORE 104A WORK EFFECTIVELY IN LOCAL GOVERNMENT CONTEXT

<table>
<thead>
<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>Apply knowledge and understanding of Council responsibilities and structure to work; Accept responsibility for quality of own work; Manage own work; Maintain public safety; Implement environmental procedures; Contribute to change process.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>60 Hours</td>
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### LGACORE 105A WORK WITH OTHERS IN LOCAL GOVERNMENT

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<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Promote cooperation; Assist others; Contribute to a productive work environment.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
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### LGACORE 106A PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL

<table>
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<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>Advise Council of current legislative requirements; Monitor and assess trends and developments that impact on Council; Assess impact of Council proposals; Respond to questions or requests for information from the Council/Councillors.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
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<tr>
<td>Assessment</td>
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### LGACORE 301A PROVIDE QUALITY AND TIMELY ADVICE TO COUNCIL

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<th>Campus</th>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
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</tr>
<tr>
<td>Content</td>
<td>Advise Council of current legislative requirements; Monitor and assess trends and developments that impact on Council; Assess impact of Council proposals; Respond to questions or requests for information from the Council/Councillors.</td>
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<td>Required Reading</td>
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<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
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</table>

### LGACORE 601A DEVELOP, IMPLEMENT AND REVIEW OPERATIONAL PLANS

<table>
<thead>
<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>Facilitate the development of operational plans; Link operational plans to Council's strategic/management plan; Coordinate and monitor the implementation of operational plans; Review and evaluate operational plans.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Assessment</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VICTORIA UNIVERSITY TAFE HANDBOOK 2003

LGACORE602A PROMOTE AND FACILITATE ORGANISATIONAL PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content Develop, maintain and review organisational structure; Develop, maintain and review an employee relations strategy; Establish and maintain a Council culture in which staff work ethically, productively and harmoniously; Develop and maintain relevant knowledge and competencies in a changing environment; Promote and monitor a fair and equitable workplace.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

LGACORE603A PROMOTE COUNCIL’S MISSION AND SERVICES

Campus To be advised
Prerequisite(s) To be advised
Content Build and maintain networks; Represent the Council and advocate its mission strategies and activities; Identify and build a rapport with stakeholders; Plan and implement special promotional events; Liaise and coordinate with other organisations and Councils; Approve information for public dissemination.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

LMTHGN008A FOLLOW DEFINED OH&S POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content Identify and follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.

Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

LMTPRLA001A COLLECT, RECEIVE AND SORT PRODUCT

Campus To be advised
Prerequisite(s) To be advised
Content Receive product; Classify soiled product; Remove foreign objects and return lost property; Carry out preparation procedures.

Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

LMTQAGN001A APPLY QUALITY STANDARDS

Campus To be advised
Prerequisite(s) To be advised
Content Assess own work; Assess quality of received component parts; Measure parts; Record information on production indicator; Investigate causes of quality deviations.

Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

MEM1.1FA UNDERTAKE INTERACTIVE WORKPLACE COMMUNICATION

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Communicate information about tasks, processes, events or skills; Take part in group discussion to achieve appropriate work outcomes; Represent views of group to others.

Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.2FA APPLY PRINCIPLES OF OH&S IN A WORK ENVIRONMENT

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Follow safe work practices; Report workplace hazards; Follow emergency procedures.

Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.3FA APPLY QUALITY PROCEDURES

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Take responsibility for own quality; Apply standard procedures of workplace quality to own job.

Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM1.4FA PLAN TO UNDERTAKE A ROUTINE TASK

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify task requirements; Plan steps required to complete task; Review plan.

Required Reading To be advised
Unit Weight Points 0-2 Points
Assessment As per endorsed training package

MEM2.10C5A WRITE REPORTS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Communicate concepts in writing.

Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.11C5A RESEARCH AND PREPARE PRESENTATIONS AND REPORTS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Research information; Analyse information; Summarise and organise technical data.

Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.12C5A RESEARCH AND PREPARE PRESENTATIONS AND REPORTS

Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Research information; Analyse information; Summarise and organise technical data.

Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package
MEM2.13C5A PERFORM MATHEMATICAL COMPUTATIONS
Campus Footscray Nicholson.
Prerequisite(s) MEM2.7C10A Perform Computations – Basic, MEM2.8C10A Perform Computations.
Content Perform calculations involving the six trigonometrical ratios; Apply the sine and cosine rule in the solution of problems; Perform simple algebraic operations; Use geometrical principles in the solution of problems; Calculate areas and volumes of complex shapes.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.14C5A USE GRAPHICAL TECHNIQUES & PERFORM SIMPLE STATISTICAL COMPUTATIONS
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Read and construct graphs from given or determined data; Perform basic statistical calculations.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.15C5A OPERATE IN AN AUTONOMOUS TEAM ENVIRONMENT
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine work roles of team members; Participate in team planning; Operate as a team member; Monitor and review team performance; Implement team performance improvements.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.16C5A INTERPRET QUALITY SPECIFICATIONS AND MANUALS
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify and access all documentation; Interpret documentation; Explain documentation; Monitor quality processes/systems.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.17C12A APPLY QUALITY SYSTEMS
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Understand and follow standard operational or specification requirements; Engage in quality improvement.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.18C11A ORGANISE AND ANALYSE INFORMATION
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Access information and/or records; Give verbal and/or written reports.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.19C1B OPERATE IN A WORK BASED TEAM ENVIRONMENT
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine team role and scope; Identify own role and responsibility within a team; Plan team activities; Operate as a team member.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.24C11A ASSIST IN THE PROVISION OF ON-THE-JOB TRAINING
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine role of on-the-job training; Provide on-the-job training; Report on trainee performance.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.25C11A MEASURE WITH GRADUATED DEVICES
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Use a range of graduated devices to measure/determine dimensions or variables; Maintain graduated devices.
Required Reading To be advised
Unit Weight Points 2 Points (20 Hours)
Assessment As per endorsed training package

MEM2.26C10A PLAN A COMPLETE ACTIVITY
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify activity requirements; Plan process to complete activity; Modify plan.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM2.27C10A PERFORM COMPUTATIONS - BASIC
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Apply four basic rules of calculation; Perform basic calculations involving fractions and decimals.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM2.28C10A PERFORM COMPUTATIONS
Campus Footscray Nicholson.
Prerequisite(s) MEM2.7C10 Perform Computations – Basic.
Content Estimate approximate answers; Perform basic calculations involving percentages; Apply the four basic rules to algebraic expression; Perform basic calculations involving proportions; Interpret charts and graphs; Produce charts and graphs from given information.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package
MEM29C10A PERFORM COMPUTER OPERATIONS
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Identify uses of computers in the workplace; Access information using computers; Input data correctly into a computer; Output data using a computer system.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM31AA MANUAL PRODUCTION ASSEMBLY
Campus To be advised
Prerequisite(s) To be advised
Content Read and understand job sheets; Select assembly equipment and components; Assemble components; Perform tests; Protect assembly from damage.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM32AA PRECISION ASSEMBLY
Campus To be advised
Prerequisite(s) To be advised
Content Read and understand job sheets; Select and use assembly tools and equipment; Assemble engineering components; Adjust mechanical assemblies; Protect assembly from damage.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM510A 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 materials.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM511AB ASSEMBLE FABRICATED COMPONENTS
Campus To be advised
Prerequisite(s) Nil
Content Identify assembly method and construct jigs if required; Ensure all components for assembly are available; Select tools and fixtures for fabrication assembly; Assemble fabricated components.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM512AB PERFORM ROUTINE MANUAL METAL ARC WELDING
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Determine weld requirement; Prepare materials for welding; Select welding machine settings, electrodes and/or wire; Perform routine welding.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM513AB 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

MEM514AAB 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

MEM515AAB WELD USING MANUAL METAL ARC WELDING PROCESS
Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld materials by correct process to quality described in AS1554 General Purpose or equivalent.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM516AAB PERFORM ADVANCED WELDING USING MANUAL METAL ARC WELDING PROCESS
Campus To be advised
Prerequisite(s) Nil
Content Select welding settings and electrodes; Assemble welding equipment; Weld joint to meet quality as described in Australian Standard 1554, Structural Purpose or equivalent; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 8 Points
Assessment As per endorsed training package

MEM517AAB WELD USING GAS METAL ARC WELDING PROCESS
Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; Select welding machine settings and electrodes; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 General Purpose; Inspect welds; Correct faults; Maintain weld records.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package
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<tr>
<th>Code</th>
<th>Description</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>MEM5.18AB</td>
<td>PERFORM ADVANCED WELDING USING GASE METAL ARC WELDING PROCESS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare welding materials and equipment; Weld joints to code requirements using GMAW; Assess weld quality and rectify faults.</td>
<td>To be advised</td>
<td>8 Points</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>MEM5.19AB</td>
<td>WELD USING GAS TUNGSTEN ARC WELDING PROCESS (GTAW)</td>
<td>To be advised</td>
<td>Nil</td>
<td>Prepare materials for welding; Select welding settings and consumables; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to correct process to Australian Standard 1554 General Purpose; Inspect joints; Correct faults.</td>
<td>To be advised</td>
<td>6 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.20AB</td>
<td>PERFORM ADVANCED WELDING USING GAS TUNGSTEN ARC WELDING PROCESS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Select welding settings and consumables; Assemble welding equipment; Weld joints to meet Australian Standard 1554 Structural Purpose; Inspect welds; Correct faults; Maintain weld records.</td>
<td>To be advised</td>
<td>8 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.21A</td>
<td>WELD USING OXYACETYLENE WELDING PROCESS (OAW)</td>
<td>To be advised</td>
<td>Nil</td>
<td>Select weld equipment and consumables; Assemble weld equipment; Weld joints to Australian 1554 SP or equivalent; Inspect welds; Correct faults; Maintain weld records.</td>
<td>To be advised</td>
<td>8 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.22AB</td>
<td>PERFORM ADVANCED WELDING USING OXYACETYLENE WELDING PROCESS (OAW)</td>
<td>To be advised</td>
<td>Nil</td>
<td>Prepare materials for welding; Select weld equipment and consumables; Assemble weld equipment; Weld joints to Australian 1554 SP or equivalent; Inspect welds; Correct faults; Maintain weld records.</td>
<td>To be advised</td>
<td>8 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.23AB</td>
<td>WELD USING SUBMERGED ARC WELDING PROCESS</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>6 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.24BA</td>
<td>PERFORM WELDING SUPERVISION</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>12 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.25BB</td>
<td>PERFORM WELDING/FABRICATION IN SPECIFICATION</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>12 Points</td>
<td>As per endorsed training package</td>
</tr>
<tr>
<td>MEM5.26AA</td>
<td>APPLY WELDING PRINCIPLES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Prepare materials for welding; Assemble and set up welding equipment; Identify distortion prevention measures; Weld joints to Australian Standard 1554 GP or equivalent; Inspect welds; Correct welds.</td>
<td>To be advised</td>
<td>4 Points</td>
<td>As per endorsed training package</td>
</tr>
</tbody>
</table>
MEM5.36AB REPAIR/REPLACE/MODIFY FABRICATIONS

Campus To be advised
Prerequisite(s) Nil
Content Assess and process repair/replacement/modification requirement; prepare materials; repair/replacement or modification carried out; repair, replacements and/or modification finished and inspected.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per endorsed training package

MEM5.37AA GEOMETRIC DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Transfer dimensions from a detail drawing to work; make templates as required; develop patterns as required; interpret relevant codes, standards and symbols; estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 6 Points
Assessment As per endorsed training package

MEM5.38AA ADVANCED GEOMETRIC DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; make templates as required; develop patterns as required; interpret relevant codes, standards and symbols; estimate quantities of materials from engineering drawings.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.39AA ADVANCED GEOMETRIC DEVELOPMENT

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

MEM5.40AA ADVANCED GEOMETRIC DEVELOPMENT

Campus To be advised
Prerequisite(s) Nil
Content Mark off/out; make templates as required; develop patterns as required; interpret relevant codes, standards and symbols; estimate quantities of material from engineering drawings.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM5.41AA WELD USING POWDER FLAME SPRAYING

Campus To be advised
Prerequisite(s) Nil
Content Prepare work for spray welding; select spray welding equipment and powders; set up spray welding equipment; implement distortion prevention/control measures; spray weld material; inspect spray weld.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM5.42AB PERFORM ROUTINE OXYACETYLENE WELDING (FUEL GAS WELDING)

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials for welding; assemble and set up welding equipment; select welding equipment, setting and consumables.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.5AA CARRY OUT MECHANICAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content Determine job requirements; select/set up machine tooling; operate mechanical cutting machine; check material for conformance to specification.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.6AA PERFORM BRAZING AND/OR SILVER SOLDERING

Campus To be advised
Prerequisite(s) Nil
Content Prepare materials and equipment; braze and/or silver solder; inspect joints.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.7AB MANUAL HEATING AND THERMAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual heating, thermal cutting and gouging; operate heating and/or thermal cutting and gouging equipment.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM5.8AB ADVANCED MANUAL THERMAL CUTTING

Campus To be advised
Prerequisite(s) Nil
Content Assemble/disassemble plant, equipment for manual heating, 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
MEM59AB AUTOMATED THERMAL CUTTING

Campus: To be advised
Prerequisite(s): To be advised
Content: Set up material; Set up and use automated cutting machine; Use automated thermal cutting machine.
Required Reading: To be advised
Nominal Hours: 2 Points
Assessment: As per accredited curriculum

MEM6.3AB CARRY OUT HEAT TREATMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine requirements of job; Select heat treatment equipment; Set up equipment; Work safely with hot metals; Heat treat material; Identify hazardous conditions.
Required Reading: To be advised
Nominal Hours: 6 Points
Assessment: As per accredited curriculum

MEM6.4AA SELECT HEAT TREATMENT PROCESSES AND TEST FINISHED PRODUCT

Campus: To be advised
Prerequisite(s): To be advised
Content: Determine requirements of job; Maintain documentation of jobs; Test material.
Required Reading: To be advised
Nominal Hours: 6 Points
Assessment: As per accredited curriculum

MEM6.7AA PERFORM BASIC INCIDENTAL HEAT/QUENCHING, TEMPERING, AND ANNEALING

Campus: Footscray Nicholson
Prerequisite(s): Nil
Content: Determine job requirements; Setup equipment for heat/quenching tempering and annealing; Operate heating equipment.
Required Reading: To be advised
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM7.1AA PERFORM TOOL AND CUTTER GRINDING OPERATIONS

Campus: Footscray Nicholson
Prerequisite(s): MEM12.3A Precision Mechanical Measurement, MEM9.2A Interpret Technical Drawing, MEM8.1A Use Hand Tools, MEM7.8A Perform Milling Operations, MEM7.5A Perform General Machining
Content: Observe safety precautions; Determine job requirements; Select appropriate tool and cutter grinding wheels and accessories; Perform tool and cutter grinding; Check components for conformance to specification.
Required Reading: To be advised
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM7.11AA COMPLEX MILLING OPERATIONS

Campus: Footscray Nicholson
Prerequisite(s): MEM2.13C5A Perform mathematical computations, MEM7.5A Perform general machining, 7.7A, MEM9.2A Interpret technical drawing, MEM12.3A Precision mechanical measurement, MEM18.1A Use hand tools.
Content: Setup work; Identify inserts from International Standard Organisation standards; Perform complex milling
Required Reading: To be advised
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM7.12AA COMPLEX GRINDING OPERATIONS

Campus: Footscray Nicholson
Prerequisite(s): MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM12.3A Precision Mechanical Measurement, MEM7.8A Perform Milling Operations.
Content: Determine job requirements; Setup work; Perform complex grinding; Check components for conformance to specification.
Required Reading: To be advised
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM7.1AA OPERATIONAL MAINTENANCE OF MACHINES/ EQUIPMENT

Campus: Footscray Nicholson
Prerequisite(s): Nil
Content: Undertake programmed safety and maintenance checks; Undertake programmed maintenance.
Required Reading: To be advised
Unit Weight Points: 2 Points
Assessment: As per endorsed training package

MEM7.21AA PERFORM COMPLEX LATHE OPERATIONS

Campus: Footscray Nicholson
Prerequisite(s): MEM2.13C5A Perform mathematical Computations, MEM7.5A Perform General Machining, MEM7.6A Perform Lathe Operations, MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM18.1A Use Hand Tools.
Content: Accurately setup work; Identify inserts from International Standard Organisation or other appropriate standards; Perform complex turning.
Required Reading: To be advised
Unit Weight Points: 4 Points
Assessment: As per endorsed training package

MEM7.2AA PERFORM PRECISION SHAPING/PLANING/SLOTTING 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; Perform precision shaping operations; Perform precision planing operations; Perform precision slotting operations; Check component for conformance to specification.
Required Reading: To be advised
Unit Weight Points: 4 Points
Assessment: As per endorsed training package
### MEM7.5AA PERFORM GENERAL MACHINING

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM2.5C11A Measure with Graduated Devices, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.  
**Content** Determine job requirements; Determine sequence of operations; Perform machining operations; Measure components; Adjust and maintain machine.  
**Required Reading** To be advised  
**Nominal Hours** 4 Points  
**Assessment** As per endorsed training package

### MEM7.6AA PERFORM LATHE OPERATIONS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.  
**Content** Observe safety precautions; Determine job requirements; Mount job; Perform turning operations; Check components for conformance with specifications.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

### MEM7.7AA PERFORM MILLING OPERATIONS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.  
**Content** Observe safety precautions; Determine job requirements; Check components for conformance to specification.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per accredited curriculum

### MEM7.8AB PERFORM GRINDING OPERATIONS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM7.5A Perform General Machining, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools.  
**Content** Determine job requirements; Observe safety precautions; Select appropriate wheels and accessories; Perform grinding operations; Check components for conformance with specifications.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per accredited curriculum

### MEM7.9AA PERFORM PRECISION JIG BORING OPERATIONS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM9.2A Interpret Technical Drawing, MEM12.3A Precision Mechanical Measurement, MEM7.5A Perform General Machining, MEM7.7A Perform Milling Operations, MEM18.1A Use Hand Tools.  
**Content** Observe safety precautions; Determine job requirements; Select appropriate tools and accessories; Mount job; Perform jig boring; Check components for conformance to specification.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

### MEM9.1AA APPLY BASIC ENGINEERING DESIGN CONCEPTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine design requirements; Design concept.  
**Required Reading** To be advised  
**Nominal Hours** 6 Points  
**Assessment** As per accredited curriculum

### MEM9.1AA DRAW AND INTERPRET SKETCH

**Campus** Footscray Nicholson.  
**Prerequisite(s)** Nil  
**Content** Prepare freehand sketch; Interpret details from freehand and sketch.  
**Required Reading** To be advised  
**Unit Weight Points** 2 Points  
**Assessment** As per endorsed training package

### MEM9.2AA INTERPRET TECHNICAL DRAWING

**Campus** Footscray Nicholson.  
**Prerequisite(s)** Nil  
**Content** Interpret technical drawings; Select correct technical drawing.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

### MEM9.3AA PREPARE BASIC ENGINEERING DRAWING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Identify drawing requirements; Prepare of make changes to engineering drawing; Prepare engineering parts list; Issue drawing.  
**Required Reading** To be advised  
**Nominal Hours** 8 Points  
**Assessment** As per accredited curriculum

### MEM9.5AA BASIC ENGINEERING DETAIL DRAFTING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare assembly, layout and detail drafting; Determine component and/or material requirement.  
**Required Reading** To be advised  
**Nominal Hours** 8 Points  
**Assessment** As per accredited curriculum

### MEM9.6AA ADVANCED ENGINEERING DETAIL DRAFTING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Prepare assembly, layout and detail drafting; Interpret specifications and select material, components and/or assemblies.  
**Required Reading** To be advised  
**Nominal Hours** 4 Points  
**Assessment** As per accredited curriculum
## MEM9.7BA ADVANCED MECHANICAL DETAIL DRAFTING
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Prepare mechanical assembly, layout and detail drawing.
- **Required Reading**: To be advised
- **Nominal Hours**: 4 Points
- **Assessment**: As per accredited curriculum

## MEM9.8BA ADVANCED STRUCTURAL DETAIL DRAFTING
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Prepare fabrication/structural assembly, layout and detail drawing.
- **Required Reading**: To be advised
- **Nominal Hours**: 4 Points
- **Assessment**: As per accredited curriculum

## MEM10.1AA INSTALL PIPEWORK AND PIPEWORK ASSEMBLIES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Plan the installation; Pipework and pipework assemblies prepared for assembly; Install pipework and assemblies.
- **Required Reading**: To be advised
- **Nominal Hours**: 4 Points
- **Assessment**: As per accredited curriculum

## MEM10.1AB ERECT STRUCTURES
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Inspect and prepare erection site; Erect structures.
- **Required Reading**: To be advised
- **Nominal Hours**: 4 Points
- **Assessment**: As per accredited curriculum

## MEM10.6AA INSTALL MACHINE/ PLANT
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Inspect and prepare installation site; Install machine/plant.
- **Required Reading**: To be advised
- **Nominal Hours**: 4 Points
- **Assessment**: As per accredited curriculum

## MEM11.1AA MANUAL HANDLING
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Lift materials manually; Move/shift materials manually.
- **Required Reading**: To be advised
- **Nominal Hours**: 2 Points
- **Assessment**: As per accredited curriculum

## MEM11.4AA UNDERTAKE DOGGING/ CRANE CHASING
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Attach lifting gear to loads; Move loads.
- **Required Reading**: To be advised
- **Nominal Hours**: 4 Points
- **Assessment**: As per accredited curriculum

## MEM12.1AA USE COMPARISON & BASIC MEASURING DEVICES
- **Campus**: Footscray Nicholson.
- **Prerequisite(s)**: Nil
- **Content**: Select and use comparison and/or basic measuring devices; Maintain comparison and/or basic measuring devices.
- **Required Reading**: To be advised
- **Unit Weight Points**: 2 Points
- **Assessment**: As per endorsed training package

## MEM12.3AA PRECISION MECHANICAL MEASUREMENT
- **Campus**: Footscray Nicholson.
- **Prerequisite(s)**: Mem9.2a Interpret Technical Drawing.
- **Content**: Use precision measuring equipment; Set comparative measuring devices; Maintain precision equipment.
- **Required Reading**: To be advised
- **Unit Weight Points**: 2 Points
- **Assessment**: As per endorsed training package

## MEM12.6AA MARK OUT/ OFF (GENERAL ENGINEERING)
- **Campus**: Footscray Nicholson.
- **Prerequisite(s)**: MEM9.2A Interpret Technical Drawing.
- **Content**: Determine job requirements; Transfer dimension; Make templates as required.
- **Required Reading**: To be advised
- **Unit Weight Points**: 2 Points
- **Assessment**: As per endorsed training package

## MEM12.7AA MARK OFF/ OUT STRUCTURAL FABRICATIONS AND SHAPES
- **Campus**: To be advised
- **Prerequisite(s)**: Mem9.2a Interpret Technical Drawing.
- **Content**: Determine job requirements; Transfer dimension; Make templates as required; Develop patterns and/or transfer measurements to structure; Interpret relevant codes, standards and symbols; Estimate quantities of materials from detail drawings.
- **Required Reading**: To be advised
- **Unit Weight Points**: 2 Points
- **Assessment**: As per endorsed training package

## MEM13.1AA PERFORM EMERGENCY FIRST AID
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Perform emergency first aid.
- **Required Reading**: To be advised
- **Nominal Hours**: 1 Point
- **Assessment**: As per accredited curriculum

## MEM13.2AA UNDERTAKE OCCUPATIONAL HEALTH AND SAFETY ACTIVITIES IN THE WORKPLACE
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Apply principles of OHS in a workplace; Carry out safety audit; Identify health and safety improvements; Follow requirements of enterprise OHS program including emergency procedures.
- **Required Reading**: To be advised
- **Nominal Hours**: 2 Points
- **Assessment**: As per accredited curriculum
MEM13.3AA WORK SAFELY WITH INDUSTRIAL CHEMICALS AND MATERIALS
Campus To be advised
Prerequisite(s) Nil
Content Use personal protection equipment; Identify emergency procedures; Observe safe working practices.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM14.1BA SCHEDULE MATERIAL DELIVERIES
Campus To be advised
Prerequisite(s) To be advised
Content Identify material requirements; Schedule material delivery.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM14.2BA BASIC PROCESS PLANNING
Campus To be advised
Prerequisite(s) To be advised
Content Review process specifications; Determine production sequence.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM14.3BA UNDERTAKE BASIC PRODUCTION SCHEDULING
Campus To be advised
Prerequisite(s) To be advised
Content Identify production requirements and capacities; Prepare schedule for production of a component/part.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM15.1BA PERFORM LABORATORY PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Work under laboratory conditions; Perform calibration; Write reports; Verify quality status.
Required Reading To be advised
Nominal Hours 8 Points
Assessment As per accredited curriculum

MEM15.4AA PERFORM INSPECTION (BASIC)
Campus To be advised
Prerequisite(s) To be advised
Content Inspect products; Keep records; Provide feedback.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM15.5AA PERFORM INSPECTION (ADVANCED)
Campus To be advised
Prerequisite(s) To be advised
Content Select inspection/test procedures; Control inspection/test environment and equipment.
Required Reading To be advised
Nominal Hours 4 Points
Assessment As per accredited curriculum

MEM16.1BA GIVE FORMAL PRESENTATIONS AND TAKE PART IN MEETINGS
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Participate in formal meetings; Give formal presentations.
Required Reading To be advised
Unit Weight Points 2 Points
Assessment As per endorsed training package

MEM17.1AA ASSIST IN DEVELOPMENT AND DELIVER TRAINING IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Plan for delivery of on-the-job training; Deliver on-the-job training; Review training program.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM17.2AA CONDUCT WORKPLACE ASSESSMENT
Campus To be advised
Prerequisite(s) To be advised
Content Identify and plan assessment requirements; Carry out assessment; Record results and review the procedure.
Required Reading To be advised
Nominal Hours 2 Points
Assessment As per accredited curriculum

MEM18.18AB MAINTAIN PNEUMATIC SYSTEM COMPONENTS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.
Content Check pneumatic system components; Identify, repair/replace faulty pneumatic system components.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package

MEM18.19AA MAINTAIN & REPAIR PNEUMATIC SYSTEMS
Campus Footscray Nicholson.
Prerequisite(s) MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.55A Dismantle, replace & assemble engineering components, MEM18.18A Maintain pneumatic systems.
Content Undertake preventative maintenance checks/adjustments on pneumatic systems; Undertake fault finding on pneumatic systems; Repair and/or overhaul pneumatic power system; Recommission pneumatic system.
Required Reading To be advised
Unit Weight Points 4 Points
Assessment As per endorsed training package
### MEM18.1A 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

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### MEM18.20A B MAINTAIN HYDRAULIC SYSTEM COMPONENTS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use and tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components.  
**Content** Check hydraulic system components; Identify, repair/replace faulty hydraulic system components.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

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### MEM18.21AA MAINTAIN AND REPAIR HYDRAULIC SYSTEMS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM9.1A Draw and interpret sketch, MEM9.2A Interpret technical drawing, MEM18.1A Use hand tools, MEM18.2A Use hand power tools, MEM18.3A Use tools for precision work, MEM18.6A Dismantle, replace, assemble & fit engineering components, MEM18.20A Maintain hydraulic systems.  
**Content** Undertake preventative maintenance checks/adjustments on hydraulic systems; Undertake fault finding on hydraulic systems; Repair and/or overhaul hydraulic systems; Recommission hydraulic system.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

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### MEM18.2AA USE HAND TOOLS/HAND HELD OPERATIONS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** Nil  
**Content** Use power tools.  
**Required Reading** To be advised  
**Unit Weight Points** 2 Points  
**Assessment** As per endorsed training package

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### MEM18.3AB USE TOOLS FOR PRECISION WORK

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM18.2A Use Hand Power Tools.  
**Content** Use tools to produce precision work to specifications; Tools and equipment stored appropriately.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

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### MEM18.55AA DISMANTLE, REPLACE & ASSEMBLE ENGINEERING COMPONENTS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM18.1A Use Hand Tools, MEM18.2A Use hand power tools.  
**Content** Dismantle engineering components; Identify faulty components; Select replacement components; Assemble engineering components into assemblies or sub-assemblies.  
**Required Reading** To be advised  
**Unit Weight Points** 3 Points  
**Assessment** As per endorsed training package

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### MEM18.5AA BEARINGS-FAULT DIAGNOSE, INSTALLATION & REMOVAL

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, 18.55A.  
**Content** Perform routine bearing checks during operation and non-operation; Diagnose bearing faults; Identify bearing requirements for replacement or installation; Remove bearings; Install plain bearings; Install anti-friction bearings.  
**Required Reading** To be advised  
**Unit Weight Points** 4 Points  
**Assessment** As per endorsed training package

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### MEM18.6AA DISMANTLE/REPAIR/REPLACE/ASSEMBLE & FIT ENGINEERING COMPONENTS

**Campus** Footscray Nicholson.  
**Prerequisite(s)** MEM2.5C11A Measure with Graduated Devices, MEM9.1A Draw and Interpret Sketch, MEM9.2A Interpret Technical Drawing, MEM18.1A Use Hand Tools, MEM18.2A Use Hand Power Tools, MEM18.3A Use Tools for Precision Work, MEM18.55A Dismantle, Replace & Assemble Engineering Components.  
**Content** Dismantle and inspect engineering components; Repair/Replace faulty components; Manufacture parts/components; Fit engineering components into assemblies or sub-assemblies.  
**Required Reading** To be advised  
**Unit Weight Points** 6 Points  
**Assessment** As per endorsed training package

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### 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.
MTMMP2B 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.

MTMMP3B APPLY HYGIENE AND SANITATION PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content: Clean own work area and equipment during operations; Identify sources of contamination and spoilage; Follow workplace’s hygiene and sanitation requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

MTMMP4B FOLLOW SAFE WORK POLICIES AND PROCEDURES

Campus To be advised
Prerequisite(s) To be advised
Content: Conform to participation arrangements for the management of OH&S; Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP5B COMMUNICATE IN THE WORKPLACE

Campus To be advised
Prerequisite(s) To be advised
Content: Work within industry structure; Apply workplace policies and procedures; Follow award/employment agreement provisions; Identify appropriate organisations and associations; Contribute to participative arrangements for the management of OH&S; Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP6B OVERVIEW THE MEAT INDUSTRY

Campus To be advised
Prerequisite(s) To be advised
Content: Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP7B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content: Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP7B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content: Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP8B FACILITATE HYGIENE AND SANITATION PERFORMANCE

Campus To be advised
Prerequisite(s) To be advised
Content: Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

MTMMP9B PARTICIPATE IN OCCUPATIONAL HEALTH AND SAFETY RISK CONTROL PROCESS

Campus To be advised
Prerequisite(s) To be advised
Content: Contribute to workplace rehabilitation program as appropriate.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
NAP72 COMPANY ACCOUNTING AND FINANCIAL STATEMENTS.
Campus To be advised
Prerequisite(s) To be advised
Content Formation, documentation and statutory records; Share issues and debentures; Conversion to a company; Reserves and provisions including treatment of income tax expense; Statement of cashflow; Company financial statements; Consolidated accounts.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

NAP78 ACCOUNTING FOR NON-ACCOUNTANTS
Campus To be advised
Prerequisite(s) Nil
Content Accounting concepts; Debits and credits; Double entry bookkeeping; Accounting reports; Limitations of reports; The accounting standard setting process; Analysis of reports; Job and process costing; Incremental and cost-volume-profit analysis; Capital investment decisions, Budgeting process.
Required Reading To be advised
Nominal Hours 51-68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP720 BUSINESS MATHEMATICS
Campus To be advised
Prerequisite(s) Nil
Content Application of percentages; Simple and compound interest; Present and future value of annuities; Depreciation; Straight line graphs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum.

NAP721 BUSINESS STATISTICS
Campus To be advised
Prerequisite(s) NAP720 Business Mathematics.
Content Interpret and use statistical techniques in a variety of business activities; Visual presentation of data; Measures of central tendency and dispersion; Correlation and regression; Elementary probability; The normal distribution; Sampling; Index numbers; Time series and trend analysis.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP722 ECONOMICS FOR BUSINESS
Campus To be advised
Prerequisite(s) Nil
Content The economic problem – basic concepts; Supply and demand; Markets; The financial sector; The international sector; Macro-economic model of the economy; Economic fluctuations and policies; Micro-economic reform.
Required Reading To be advised
Nominal Hours 51-68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group
activities, case studies and practical exercises which simulate the conditions of workplace performance.

NAP723 MARKETING & PLANNING FOR SMALL BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Develop a written business plan to enable a business to reach its maximum potential in a competitive environment including: Planning for small business success; Small business marketing; and Business plans for small business.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

NAP720 COMMERCIAL LAW PRINCIPLES
Campus To be advised
Prerequisite(s) Nil
Content Origins of law, Civil liability, Legal entities and business names, Negotiable instruments; Financial Transactions; Reports; Act.
Required Reading To be advised
Nominal Hours 35-40 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NAP722 CONTRACT LAW
Campus To be advised
Prerequisite(s) To be advised
Content To provide the participant with the knowledge of basic contract law and a selection of specialty contracts applicable within recreation organisation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NAP737 INCOME TAX LAW FOR ACCOUNTANTS
Campus To be advised
Prerequisite(s) To be advised
Content Introduction to Income Tax Law; Assessable & exempt income; Allowable deductions; Depreciation; Trading Stock; Rebates; Calculation of Tax Payable; Provisional Tax; Clubs and societies.
Required Reading To be advised
Nominal Hours 50-60 Hours
Assessment As per accredited curriculum

NBB003 MATERIALS HANDLING
Campus To be advised
Prerequisite(s) Nil
Content Identify the importance of and develop basic skills in materials handling in an engineering organization.
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

NBB004 COMPUTING IN ENGINEERING
Campus To be advised
Prerequisite(s) Nil
Content Develop basic skills and knowledge in use of computers.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 1 - COMMUNICATIONS)
Campus To be advised
Prerequisite(s) Nil
Content Assist to communicate more effectively, both orally and in writing, with the emphasis on their vocational area.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB01 COMMUNICATION AND INDUSTRIAL RELATIONS (PART 2 - INDUSTRIAL RELATIONS)
Campus To be advised
Prerequisite(s) Nil
Content Introduction to the concepts and processes of industrial relations; introduction to the metals and engineering industry and its future direction and the career paths open to them.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB010 FABRICATION TECHNIQUES 1
Campus To be advised
Prerequisite(s) Nil
Content Knowledge and skills to develop fundamental fabrication techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NBB011 MECHANICAL COMPONENTS
Campus To be advised
Prerequisite(s) Nil
Content Develop a sound understanding of the principles involved in the mechanical transmission of energy and major applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td><strong>NBB03 ENGINEERING SCIENCE</strong></td>
<td>The opportunity to consolidate relevant previous studies and develop an integrated understanding of the link between theory and practice of science in a metal and engineering environment.</td>
</tr>
<tr>
<td><strong>NBB04 OCCUPATIONAL HEALTH &amp; SAFETY</strong></td>
<td>An overview and legal requirements of Occupational Health and Safety in an engineering environment.</td>
</tr>
<tr>
<td><strong>NBB05 QUALITY CONCEPTS</strong></td>
<td>To enable students who intend to work in the metal and engineering industry, particularly, manufacturing to operate effectively within a structured quality system.</td>
</tr>
<tr>
<td><strong>NBB06 MACHINING</strong></td>
<td>Develop fundamental machining skills.</td>
</tr>
<tr>
<td><strong>NBB07 HAND AND POWER TOOLS</strong></td>
<td>Develop fundamental skills and knowledge in the use of hand and power tools.</td>
</tr>
<tr>
<td><strong>NBB08 ELECTRICAL FUNDAMENTALS</strong></td>
<td>This module aims to provide the student with the knowledge and skills to develop fundamental electrical concepts and principles.</td>
</tr>
<tr>
<td><strong>NBB09 WELDING AND THERMAL CUTTING</strong></td>
<td>An overview of a range of welding processes, develop fuel gas cutting skills and apply basic welding techniques.</td>
</tr>
<tr>
<td><strong>NBB10 ELECTRICAL FUNDAMENTALS</strong></td>
<td>Competency based training in communication skills to write simple work related documents.</td>
</tr>
<tr>
<td><strong>NBB11 ENGINEERING DRAWING INTERPRETATION 1</strong></td>
<td>Employment opportunities; Job applications and preparation; Interview techniques; Personal performance evaluation.</td>
</tr>
<tr>
<td><strong>NCS001 WORKPLACE COMMUNICATION</strong></td>
<td>To be advised.</td>
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<tr>
<td><strong>NCS002 WRITING SKILLS FOR WORK</strong></td>
<td>To be advised.</td>
</tr>
<tr>
<td><strong>NCS003 JOB SEEKING SKILLS</strong></td>
<td>To be advised.</td>
</tr>
</tbody>
</table>
### NCS004 WORK TEAM COMMUNICATION

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Small group discussions to reach agreement on workplace related issues; Team co-operation to plan and prepare a presentation; Job-related presentations.  
**Required Reading**: To be advised  
**Nominal Hours**: 20-40 Hours  
**Assessment**: As per accredited curriculum

### NCS005 DEALING WITH CONFLICT

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Identification of conflict; Strategies for resolving workplace conflict; The role of communication in conflict resolution.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

### NCS006 WRITING WORKPLACE DOCUMENTS

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Plan and write complex workplace letters and documents including: Complaints, Sales, Explanatory, Ministerial, Newsletter, Leaflet and Instructions.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

### NCS007 PRESENTING INFORMATION

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Gather, record and convey simple and routine work related information; Give and follow simple instructions; Employ effective writing skills and strategies to prepare simple work related documents.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

### NCS008 NEGOTIATION SKILLS

**Campus**: To be advised  
**Prerequisite(s)**: Nil  
**Content**: Appropriate negotiating skills for resolving conflict and business issues.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

### NCS009 SPEAKING IN PUBLIC

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Planning an interview; Preparing interview materials and environment; Organisational policies and procedures; The interview Climate; Questions and questioning techniques; Active listening skills; Note-taking techniques; Follow-up procedures.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

### 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.

### NCS013 INTERVIEWER SKILLS

**Campus**: To be advised  
**Prerequisite(s)**: To be advised  
**Content**: Identify the interview; Prepare the interview environment; Organisational policies and procedures; The interview Climate; Questions and questioning techniques; Active listening skills; Note-taking techniques; Follow-up procedures.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

### NCS014 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.

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**NE01 DC PRINCIPLES**  
**Campus**: Sunshine  
**Prerequisite(s)**: NBB08 Electrical Fundamentals  
**Content**: This module aims to provide students with the knowledge and skills in basic electrical concepts.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: Short answer, objective, sketch, practical.

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**NE03 AC PRINCIPLES**  
**Campus**: Sunshine  
**Prerequisite(s)**: NE20 Test Equipment, NE01 DC Principles  
**Content**: This module aims to provide students with an introduction to the basic concepts of single phase alternating current.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: Short answer, multiple choice questions, laboratory exercise.

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**NE05 POWER CONTROL DEVICES**  
**Campus**: To be advised  
**Prerequisite(s)**: NE03 AC Principles  
**Content**: Provide the knowledge and skills of power control using thyristors  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

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**NE07AMPLIFIER PRINCIPLES 1**  
**Campus**: To be advised  
**Prerequisite(s)**: NE04 Power Supply Principles  
**Content**: Provide the knowledge and skills to use amplifier principles and concepts  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

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**NE4 CORDS, CABLES AND APPLICATIONS**  
**Campus**: To be advised  
**Prerequisite(s)**: NBB02 Occupational Health and Safety; NBB08 Electrical Fundamentals  
**Content**: Provide knowledge and skills relevant to the maintenance of electric motors  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

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**NE20 TEST EQUIPMENT**  
**Campus**: Sunshine  
**Prerequisite(s)**: NBB08 Electrical Fundamentals  
**Content**: This module introduces students to the concepts of electronic power supply regulation, using linear and switched mode regulators.  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: Practical exercises, short answer, objective answer.

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**NE23 NON DOMESTIC INSTALLATIONS - 1**  
**Campus**: To be advised  
**Prerequisite(s)**: NE125 Electrical Installations  
**Content**: To determine maximum demand and cable sizes within non-domestic installations, as well as apply in practice SAA and local requirements for switchboards, meters, earthing and special situations such as caravan, caravan parks, hazardous locations and boating marinas  
**Required Reading**: To be advised  
**Nominal Hours**: 20 Hours  
**Assessment**: As per accredited curriculum

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**NE30 ELECTRIC MOTOR CONTROL AND PROTECTION**  
**Campus**: To be advised  
**Prerequisite(s)**: NE10 A.C. Machines; NE11 D.C. Machines  
**Content**: To be advised  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

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**NE31 ELECTRICAL DRAWING INTERPRETATION AND CONNECTION**  
**Campus**: Sunshine  
**Prerequisite(s)**: To be advised  
**Content**: This module aims to provide students with the knowledge and skills to use drawings associated with the electrical industry.  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum

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**NE41 CONTROL SYSTEM PRINCIPLES AND APPLICATIONS**  
**Campus**: To be advised  
**Prerequisite(s)**: NE07 Amplifier Principles; NE30 Electric Motor Control and Protection  
**Content**: Provide knowledge and skills to develop control system terminology, components and broad applications  
**Required Reading**: To be advised  
**Nominal Hours**: To be advised  
**Assessment**: As per accredited curriculum

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**NE75 THYRISTOR APPLICATIONS**  
**Campus**: To be advised  
**Prerequisite(s)**: NE05 Power Control Devices; NE04 Power Supply Principles  
**Content**: Knowledge and skills of power control circuits that use thyristors  
**Required Reading**: To be advised  
**Nominal Hours**: 40 Hours  
**Assessment**: As per accredited curriculum
NE125 ELECTRICAL INSTALLATION - CABLE AND PROTECTION

Campus: To be advised
Prerequisite(s): Nil
Content: Provide knowledge and skills to correctly interpret the SAA Wiring Rules, identify electrical accessories, describe the operation and application of protection devices, and the requirements of effective earthing systems as well as correctly use an earth continuity and insulation resistance tester.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE160 ELECTRICAL PRINCIPLES 1

Campus: Sunshine.
Prerequisite(s): Nil
Content: To gain an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of emf; Students will be able to carry out calculations relative to Ohm's Law, power, work and energy for series-parallel circuits; Additionally, students will be able to apply their knowledge of series-parallel circuits to make a battery for a specific purpose from a group of uniform cells; At the conclusion of this module students will be able to determine relationships between voltage, current, resistance, power and work in both simple resistive loads and simple voltage sources in series, parallel and series-parallel circuits and to connect and make measurements in circuits of that kind.
Required Reading: To be advised
Nominal Hours: 20-60 Hours
Assessment: Questioning, Written tests/problem solving, Assignments/practical exercises.

NE172 ELECTRICAL WIRING AND EQUIPMENT 1

Campus: Sunshine.
Prerequisite(s): Nil
Content: This module aims to provide the students with the knowledge and skills in working safely with electrical wiring and equipment and using relevant standards.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

NE175 WORKSHOP PRACTICES

Campus: Sunshine.
Prerequisite(s): To be advised
Content: This module aims to provide students with the knowledge and skills in the use of hand and power tools in installing, maintaining and repairing electrical or electronic or instrumentation systems and equipment.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE177 PLC 1

Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide students with the knowledge and skills in programmable control systems using the Programmable Logic Controller.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NE184 ELECTRONIC HAND SOLDERING TECHNOLOGY

Campus: Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s): Nil
Content: To enable students to identify the various types of DC power supplies, describe their operating principles and list their applications.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: Written tests/problem solving, Assignments, Practical exercises

NEC06 PROJECT WORK

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to enhance the knowledge and practical skills of the learner through participation of the construction of a practical (hands on) project item appropriate to the electrical/electrical field of study/industry.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

NEC06 WIRING REGULATIONS, ACCESSORIES AND BASIC CIRCUIT PROTECTION

Campus: To be advised
Prerequisite(s): To be advised
Content: Provide the learner with the skills and knowledge necessary for interpreting Electrical Industry Regulatory Standards, a identifying commonly used accessories that are in the Electrical Industry; a basic understanding of the principal circuit protection.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

NF01 MANUAL METAL ARC WELDING 1

Campus: To be advised
Prerequisite(s): NBB09 Welding and Thermal Cutting
Content: Weld fillet and butt joint welds with general purpose electrodes.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NF03 GASTUNGSTEN ARC WELDING 1

Campus: To be advised
Prerequisite(s): NBB09 Welding and Thermal Cutting
Content: Knowledge and skills to join engineering materials using the GTAW process.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NF04 OXY ACETYLENE WELDING 1

Campus: To be advised
Prerequisite(s): NBB09 Welding and Thermal Cutting
Content: Knowledge and skills to deposit Fillet and Butt welds on Steel, Cast Iron and Plastic materials.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
<th>Campus</th>
<th>To be advised</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>To be advised</th>
<th>Nominal Hours</th>
<th>Assessment</th>
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<tbody>
<tr>
<td><strong>NF13 THERMAL CUTTING AND ASSOCIATE PROCESSES</strong></td>
<td></td>
<td></td>
<td></td>
<td>The knowledge and skills to carry out thermal cutting</td>
<td></td>
<td></td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<td><strong>NF15 MATERIAL SCIENCE</strong></td>
<td></td>
<td></td>
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<td>Nil</td>
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<td>20 Hours</td>
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<tr>
<td><strong>NF19 FABRICATION TECHNIQUES 2</strong></td>
<td></td>
<td></td>
<td></td>
<td>Manufacturing of components produced by the Fabrication Industry</td>
<td></td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>NF21 COMPUTER APPLICATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td>Knowledge and skills in the application of computer software packages</td>
<td></td>
<td></td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td><strong>NF60 WELDING CERTIFICATE 4</strong></td>
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<td><strong>NF62 WELDING CERTIFICATE 6</strong></td>
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<td><strong>NF63 WELDING CERTIFICATE 7</strong></td>
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<td><strong>NF64 WELDING CERTIFICATE 8G</strong></td>
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<tr>
<td><strong>NF65 WELDING CERTIFICATE 1/E</strong></td>
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<td>Welding certificate 1/E</td>
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<td>60 Hours</td>
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<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
NGMS101 MANAGING INFORMATION
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide competency based training to develop effective information management skills in the workplace. This module is suitable for participants who have an established work orientation, and who can perform procedural and analytical tasks with minimum control. Some participants will come from workplaces where they already perform tasks without close management and may have responsibility for work group performance.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NGMS102 MANAGING OPERATIONS - CUSTOMER SERVICE
Campus To be advised
Prerequisite(s) Nil
Content Internal and external customers; Formal and informal networks; Customer requirements for products and services; Customer characteristics; Market and price policies; Client feedback; Quality and service levels.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS103 MANAGING OPERATIONS - PRODUCTIVITY
Campus To be advised
Prerequisite(s) Nil
Content Sources of supply of products and services from both internal and external providers; Current systems and monitoring methods for the acquisition of resources, and the production and delivery of products and services; Systems for monitoring and controlling both resource input, and product quality and service levels; Disruption in the production, quality and/or delivery of products and services; Improvements, corrective actions, and contingency procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS104 MANAGING OPERATIONS - INNOVATION
Campus To be advised
Prerequisite(s) NGMS102 Managing Operations – Customer Service, NGMS103 Managing Operations – Productivity.
Content Current practices and recent developments in respect to services, products, systems, materials, equipment and technology; Appropriate process for identification of opportunities for improvement; Opportunities for improvement.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS105 MANAGING EFFECTIVE WORKING RELATIONS
Campus To be advised
Prerequisite(s) To be advised
Content To enable participants to develop skills in managing and developing teams, with the emphasis on work teams.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NGMS106 MANAGING AND DEVELOPING TEAMS
Campus To be advised
Prerequisite(s) Nil
Content Internal and external customers; Formal and informal networks; Customer requirements for products and services; Customer characteristics; Market and price policies; Client feedback; Quality and service levels.
Required Reading To be advised
Nominal Hours 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.

NGMS107 MANAGING AND ORGANISING WORK FOR GOAL ACHIEVEMENT
Campus To be advised
Prerequisite(s) Nil
Content Work methods and roles; Monitoring procedures; Goals achievement.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NGMS108 MANAGING PERFORMANCE AND GOAL ACHIEVEMENT
Campus To be advised
Prerequisite(s) Nil
Content Industrial issues affecting workplace practices; Industrial awards and agreements.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS109 MANAGING PEOPLE - WORKPLACE PRACTICE
Campus To be advised
Prerequisite(s) Nil
Content Internal and external customers; Formal and informal networks; Customer requirements for products and services; Customer characteristics; Market and price policies; Client feedback; Quality and service levels.
Required Reading To be advised
Nominal Hours 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.
MODULE/UNIT DETAILS

NGMS112 MANAGING PEOPLE – RECRUITMENT, SELECTION AND INDUCTION
Campus To be advised
Prerequisite(s) To be advised
Content Training in recruitment, selection and induction of candidates.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS113 MANAGING FINANCE – SETTING AND ACHIEVING BUDGETS
Campus To be advised
Prerequisite(s) Nil
Content Budgets; Institute related monitoring; Control methods; Actions to achieve budgets.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS114 MANAGING FINANCE – PERFORMANCE
Campus To be advised
Prerequisite(s) NGMS113 Managing Finance – Setting and Achieving Budgets.
Content Financial implications of operational performance; Analysis and interpretation of operational performance reports; Improving reports and reporting systems.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS115 MANAGING FINANCE – COST AND EFFICIENCY
Campus To be advised
Prerequisite(s) To be advised
Content Optimising financial performance through reducing costs whilst improving efficiency; Cost elements and operational performance indicators and outcomes; Cost types, behaviours, trends and variances; Controlling/reducing time input costs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS116 MANAGING FINANCE – OPERATING AND CAPITAL EXPENDITURE
Campus To be advised
Prerequisite(s) NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS115 Managing finance – cost and efficiency.
Content Fundamentals of financial management; Maximising financial returns to expenditure; Investment in operating and capital assets; Short and long term investments.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS117 MANAGING GROUP PROBLEM SOLVING AND DECISION MAKING
Campus To be advised
Prerequisite(s) Nil
Content Facilitation skills for group problem solving and decision making processes; Establishing group goals and objectives; Managing the group and achieving goals and objectives.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS118 MANAGING PEOPLE – TRAINING AND DEVELOPMENT
Campus To be advised
Prerequisite(s) Nil
Content Training needs; Plan and promote training programs; deliver and evaluate training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS201 ENTREPRENEURING AND INNOVATING
Campus To be advised
Prerequisite(s) NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS113 Managing finance – setting and achieving budgets, NGMS114 Managing finance – performance, NGMS117 Managing group problem solving and decision making.
Content Characteristics of organisations that foster entrepreneurial and innovative environments, cultures and behaviours; The nature of entrepreneurship, personality characteristics, skills, attributes and behaviours of successful and effective entrepreneurs; Projects requiring innovative and entrepreneurial action.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
NGMS202 FORECASTING FUTURES

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS106 Managing Effective Working Relationships, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Forecast, purposes, systems and parameters; Forecast teams and programs; Decision oriented forecasts; Evaluation forecasting.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS203 ANALYSING ENVIRONMENTS AND ORGANISATIONS

Campus To be advised
Prerequisite(s) NGMS101 Managing Information, NGMS107 Managing and developing teams, NGMS108 Managing and Organising Work for Goal Achievement, NGMS109 Managing Performance and Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making.
Content Analyse and assess the influence of the general and specific external environments; Influences of interrelationships and interactions of subsystems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS204 MANAGING STRATEGICALLY

Campus To be advised
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, NGMS2/0 Forecasting Futures, NGMS2/03 Analysing Environments and Organisations

Content Strategies to identify and evaluate overseas business opportunities; Plans to access and service overseas business opportunities.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS209 MANAGING SELF

Campus To be advised
Prerequisite(s) NGMS107 Managing and developing teams, NGMS106 Managing Effective Working Relationships, NGMS108 Managing and Organising Work for Goal Achievement, NGMS117 Managing Group Problem Solving and Decision Making

Content Identifying current competencies and areas for development against agreed criteria; Strategies and actions to extend and enhance personal competence.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS210 MANAGING OPERATIONS AND LOGISTICS

Campus To be advised

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

Content Nature, extent and consequences of risk inherent in organisations and organisational activities; Potential risk incidents associated with specific organisational areas, assets, activities, or proposals and estimate consequential costs; Risk management strategies and actions.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NGMS212 MANAGING FOR QUALITY

Campus To be advised
Prerequisite(s) NGMS101 Managing information, NGMS102 Managing operations – customer service, NGMS103 Managing operations – productivity, NGMS104 Managing operations – innovation, NGMS105 Managing Operations – change, NGMS107 Managing and developing teams, NGMS108 Managing and organising work for goal achievement, NGMS109 Managing performance and goal achievement, NGMS111 Managing people – Workplace practice.

Content Quality, extent and consequences of risk inherent in organisations and organisational activities; Potential risk incidents associated with specific 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.

NGMS215 ADVOCACY AND INFLUENCE

Campus To be advised

Content Personal skills and attributes, associations and organisational networks; Strategies and techniques to influence others and achieve desired results and goals.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
**NGMS216 TACTICAL MARKETING**

**Campus** To be advised


**Content** Establishing market goals and objectives; Establishing operational strategies and tactics. Establishing operational strategies and tactics.

**Required Reading** To be advised

**Nominal Hours** 20-40 Hours

**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

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**NM01 MILLING 1**

**Campus** To be advised

**Prerequisite(s)** NBB12 Engineering Drawing Interpretation 1; NBB06 Machining

**Content** Knowledge and skills to operate milling machines and perform specific operations using milling machines

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**NM05 ENGINEERING CALCULATIONS**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Knowledge and skills to use mathematics as a tool to trade and develop abilities in general problem solving techniques.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**NM07 PRINCIPLES OF MACHINING**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Principles of cutting for machining applications

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

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**NM08 ENGINEERING MATERIALS**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Identify, select and heat treat engineering materials.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

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**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
NM16 DRILLS & DRILLING MACHINES
Campus: To be advised
Prerequisite(s): NM19 Tool Grinding Offhand; NBB12 Engineering Drawing Interpretation
Content: Knowledge and skills to operate and perform specific operation on a drilling machine
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM19 TOOL SHARPENING–OFFHAND
Campus: To be advised
Prerequisite(s): Nil
Content: Knowledge and skills to set-up and operate an offhand grinder to rough, grind and sharpen drills, lathe tools and hand tools.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

NM22 MECHANICAL REPAIR AND INSTALLATION
Campus: Sunshine.
Prerequisite(s): NM28 Fitting techniques 2.
Content: This module aims to provide the student with knowledge and skills to install and repair machining.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM23 PLANT CONDITION MONITORING
Campus: Sunshine.
Prerequisite(s): NBB11.
Content: This module aims to provide the student with knowledge and skills to interpret, analyse and integrate data from process control instruments and condition monitoring systems for effective machine preventative and predictive maintenance.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM25 TURNING 1–PARALLEL
Campus: To be advised
Prerequisite(s): NBB06 Machining; NBB12 Engineering Drawing Interpretation 1
Content: Knowledge and skills to carry out parallel turning
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM28 FITTING TECHNIQUES 2
Campus: Sunshine.
Prerequisite(s): NBB11, NBB09, NM15 Fitting techniques 1.
Content: This module aims to provide the student with knowledge and skills to prepare and assemble engineering components.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM29 MECHANICAL POWER TRANSMISSION
Campus: Sunshine.
Prerequisite(s): NBB07, NBB13.
Content: This module aims to provide the student with knowledge and skills to select, identify the use of and maintain mechanical power transmission components.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM30 FLUID POWER
Campus: Sunshine.
Prerequisite(s): Nil
Content: This module aims to provide the student with knowledge and skills to identify, explain and apply operating principles and components to fluid power systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM31 PNEUMATICS 1
Campus: Sunshine.
Prerequisite(s): NM30 Fluid power.
Content: This module aims to provide the student with knowledge and skills to maintain 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 maintain and constructing hydraulic componentry and machine control circuitry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM33 FLUID POWER CONTROL 1
Campus: Sunshine.
Prerequisite(s): NM32 or NM31, NE160.
Content: This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems, and introduces some of the concepts of automation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM34 AIR COMPRESSION AND DISTRIBUTION
Campus: Sunshine.
Prerequisite(s): NBB07.
Content: This module aims to provide the student with knowledge and skills to select air compressors, explain and demonstrate the operation and maintenance procedures of compressors and their distribution systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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NM39 ENGINES 1
Campus: Sunshine
Prerequisite(s): NBB07.
Content: This module aims to provide the student with knowledge and skills to service and repair small two (2) stroke and four (4) stroke petrol engines.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM42 WATER PUMPING
Campus: Sunshine.
Prerequisite(s): NBB07.
Content: This module aims to provide the student with knowledge and skills to select, install and commission simple water pumps.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM43 PUMPS APPLICATION AND MAINTENANCE/INSTALLATION
Campus: Sunshine.
Prerequisite(s): NM42 Water pumping.
Content: This module aims to provide the student with knowledge and skills to select, test and maintain pumping systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM45 EDM 1 - PROCESS & OPERATION
Campus: To be advised
Prerequisite(s): NBB06 Machining
Content: Provide the knowledge and skills to use EDM
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

NM46 PRESS TOOL 1-INTRODUCTION
Campus: To be advised
Prerequisite(s): NM44 Engineering Drawing Interpretation 2; NM17 Grinding 1; NM18 Grinding 2; NM01 Milling; NM25 Turning 1
Content: Knowledge and skills in basic Press Tool marking techniques
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

NM47 PRESS TOOL 2 - BLANK AND PIERCE
Campus: To be advised
Prerequisite(s): NM46 Press Tools 1–Introduction
Content: Knowledge and skills to manufacture simple blanking and/or piercing tools, and enable them to function in a tool room environment
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

NM48 PRESS TOOL 3-BEND
Campus: To be advised
Prerequisite(s): NM46 Press Tools 1 – Introduction; NM02 Milling 2
Content: Knowledge and skills to manufacture simple bending tools and enable them to function in a tool room environment
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

NM49 PRESS TOOL 4 - DRAW DIES
Campus: To be advised
Prerequisite(s): NM48 Press Tools 3–Bend
Content: Knowledge and skills to manufacture simple drawing dies and enable them to function in a tool room environment
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

NM50 PRESS TOOLS 5 – PROGRESSIVE DIES
Campus: To be advised
Prerequisite(s): NM49 Press Tools 4 – Draw Dies
Content: Knowledge and skills in the manufacture of simple progressive dies to enable competent functioning in a tool-room environment.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

NM57 HYDRAULICS 2
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and skills in the operation, maintenance and construction of hydraulic componentry, transmission systems and machine control circuitry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM58 HYDRAULICS 3
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and skills in hydraulic and electro-hydraulic, componentry and control systems.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM59 HYDRAULICS 4
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and skills of hydraulic components and machine control circuitry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
NM60 PNEUMATICS 2
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and practical skills in the design, construction and maintenance of pneumatic systems and plant.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM61 PNEUMATICS 3
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and skills of pneumatic logic components and control circuitry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM62 PNEUMATICS 4
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and skills in designing and constructing pneumatic logic and sequential control circuitry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM63 FLUID POWER CONTROL 2
Campus: To be advised
Prerequisite(s): To be advised
Content: This module aims to provide the student with knowledge and skills in the area of electro-hydraulic/pneumatic control systems using Programmable Logic Controllers.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM64 PRESS TOOL–DRAWING
Campus: To be advised
Prerequisite(s): NM46 Press Tools 1–Introduction
Content: Provides instruction in the interpretation of press tool – Drawings and practice in the production of detail drawing of individual items.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM81 CAM 1 - CONCEPTS
Campus: To be advised
Prerequisite(s): EA050 Engineering computing.
Content: Computer 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): NM69 CNC machining, NM81 Cam 1–concepts.
Content: Drawing tools, Views, Mill and Lathe tool paths, File transfer, CMC Files.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

NM83 CAM 3 - 2D CNC MILL OPERATIONS
Campus: To be advised
Prerequisite(s): NM12 CNC milling 1, NM83 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

NM84 CAM 4 - CNC LATHE OPERATIONS
Campus: To be advised
Prerequisite(s): NM83 Cam 2 – 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

NM85 PRECISION FITTING & ASSEMBLY
Campus: To be advised
Prerequisite(s): NBB06 Machining; NM16 Drills & Drilling Machines; NBB12 Engineering Drawing Interpretation
Content: Provide the knowledge and skills of several precision fitting and assembly techniques used in the production of press tools, moulds, dies, jigs & fixtures.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum
NMRK402 MARKETING LAW

Campus To be advised
Prerequisite(s) To be advised
Content Marketing industry practices; historical origins of common law and its growth into commercial law; tortious liability within the business environment; contractual agreements and their effect on business activities; consumer protection offered by common law and various State and Federal enactments; advertising in the workplace and the regulation of practices; regulation of business practices within the marketplace; intellectual and industrial property; consumers and credit contracts; Principal and Agent relationship and how it operates within a commercial context.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum.

NMRK441 SELLING PROCESS

Campus To be advised
Prerequisite(s) Nil
Content Role and importance of personal selling; Personal Selling Techniques; Sales positions and human resource needs; communication, buyer behaviour and company knowledge; Company policies, products and competition; Effective sales presentations; Complex negotiation skills; Pre-sale and post-sale activities; territory management; Legal and ethical impacts.

Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NMRK532 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.

NOS116 KEYBOARD TECHNIQUES AND OPERATIONS

Campus To be advised
Prerequisite(s) Nil
Content Occupational health and safety practices; Keyboarding techniques and operations; Identifying errors; Recycling techniques.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS118.V2 COMPUTER OPERATIONS - DATA RETRIEVAL

Campus To be advised
Prerequisite(s) Nil
Content 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 6-20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS119 WORK ENVIRONMENT

Campus To be advised
Prerequisite(s) Nil
Content Occupational Health and Safety; Retrieve, View and Close – spreadsheets, database, graphic and wordprocessing files; Recycling technique.

Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS124 ACCOUNTING TO TRIAL BALANCE

Campus To be advised
Prerequisite(s) Nil
Content Accounting concepts and environment; Entry of details into journals from source documents; Posting to ledgers and extraction of trial balance; Bank reconciliations; Petty cash; Manual payroll.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

NOS139 MEETINGS - ORGANISATION

Campus To be advised
Prerequisite(s) Nil
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.
NOS210 PRACTICAL PLACEMENT
Campus To be advised
Prerequisite(s) Nil. However, it is recommended that students gain basic office skills/competence before Practical Placement is undertaken.
Content Provides the participant with the opportunity to practice skills gained on course in a real work situation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS19 PLANNING FOR CHANGE
Campus To be advised
Prerequisite(s) Nil
Content The external and internal environment; Strategies to optimise productivity and meet enterprise objectives; Strategies for supporting the workteam; Maximising productivity in a changing environment.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS211 KEYBOARDING - SPEED AND ACCURACY
Campus To be advised
Prerequisite(s) NOS116 Keyboarding techniques and operations.
Content Occupational health and safety practices; Keying data from straight copy to acquire an Australian Standards Speed Statement; Recycling techniques.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS213 COMPUTER OPERATIONS
Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practice; Electronic file and disk management techniques; Input/output devices; LANS and common network alternatives.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS214 WORD PROCESSING FOR OPERATORS
Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals, NOS116 Keyboarding Techniques and Operations.
Content Occupational health and safety practices; Manual and on-line help; Simple usable business documents; Retrieve, edit, name and save documents; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS215 DATABASE FUNDAMENTALS
Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practices; Manual and on-line help; Accessing/establishing databases; Manipulating data; Creating and modifying a simple database; Report production; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS216 SPREADSHEET FUNDAMENTALS
Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval or NOS143 Computer Operations Fundamentals.
Content Occupational health and safety practices; Manuals and on-line help; Design, construct, manipulate, edit; format and print a spreadsheet; File management; Recycling techniques.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

NOS219 ACCOUNTING - BASIC REPORTS
Campus To be advised
Prerequisite(s) NOS124 Accounting to Trial Balance.
Content General journal adjustment; Closing entries and completion of trading; Profit and loss accounts and balance sheets; Preparation of a columnar worksheet and extraction of fully classified financial reports.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.
<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>NOS232</td>
<td>WORD PROCESSING - INTRODUCTION</td>
<td>To be advised</td>
<td>NOS116 Computer Operations – Data Retrieval or NOS143 Computer Operations – Fundamentals.</td>
<td>Occupational health and safety practices; Manuals and online help; Create, format, edit, save and print a simple document; Mail-merge documents; File management; Recycling techniques.</td>
<td>20 Hours</td>
<td>To be advised</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>
</tr>
<tr>
<td>NOS230</td>
<td>ORGANISATIONAL BEHAVIOUR</td>
<td>To be advised</td>
<td>NOS116 Computer Operations – Data Retrieval or NOS143 Computer Operations – Fundamentals.</td>
<td>Theory of Organisational behaviour; Individuality and team management; Perceptions and attitudes; Influences and leadership; Conflict and stress in organisations; Ethics; Organisational culture; Change management.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NOS233</td>
<td>AUDIO TRANSCRIPTION - INTRODUCTION</td>
<td>To be advised</td>
<td>NOS116 Computer Operations – Data Retrieval or NOS143 Computer Operations – Fundamentals.</td>
<td>Occupational health and safety practices; Audio equipment maintenance and operations; Transcribing pre-recorded text on keyboard equipment; File management; Recycling techniques.</td>
<td>10 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NOS237</td>
<td>COMPUTER GRAPHICS FUNDAMENTALS</td>
<td>To be advised</td>
<td>Nil</td>
<td>To provide the participant with the knowledge to use a graphical user interface type operating system to run software on a PC and to manage files stored on secondary storage.</td>
<td>20 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NOS210</td>
<td>INTRODUCTION TO THE INTERNET</td>
<td>To be advised</td>
<td>NOS143 Computer Operations – Fundamental.</td>
<td>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.</td>
<td>25 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NOS304</td>
<td>WORD PROCESSING - ADVANCED OPERATOR</td>
<td>To be advised</td>
<td>NOS211 Keyboarding speed and accuracy, NOS214 Wordprocessing for operators.</td>
<td>Occupational health and safety practices; Complex usable business documents; Retrieve, edit, reformat complex documents; Manipulate existing multiple-page documents; Mail-merge documents; File management; Recycling techniques.</td>
<td>40 Hours</td>
<td>To be advised</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>
</tr>
<tr>
<td>NOS305</td>
<td>TEXT PRODUCTION</td>
<td>To be advised</td>
<td>NOS116 Keyboarding techniques and operations, NOS211 Keyboarding speed and accuracy.</td>
<td>Occupational health and safety practices; Simple usable business documents; Identifying errors; File management; Recycling techniques.</td>
<td>40 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NR01</td>
<td>REFRIGERATION FUNDAMENTALS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Provide knowledge of the Principles of Refrigeration and they way that these Principles are currently applied within the industry.</td>
<td>40 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NR02</td>
<td>REFRIGERATION PROCEDURES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Provide the knowledge and skills that are fundamental to the Refrigeration and Air Conditioning Industry</td>
<td>40 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>NR03</td>
<td>REFRIGERANTS</td>
<td>To be advised</td>
<td>NR01 Refrigeration Fundamentals; NR02 Refrigeration Procedures</td>
<td>Provide the knowledge and skills required to safely handle, service and differentiate between various refrigerants.</td>
<td>20 Hours</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

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NR04 REFRIGERATION SYSTEM COMPONENTS
Campus Werribee.
Prerequisite(s) NR03 Refrigerants; NR08 Appliance Motors and Circuit
Content Provide knowledge and skills of refrigeration system components, types and their applications
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NR05 A/C FUNDAMENTALS OF AIR CONDITIONING
Campus Werribee.
Prerequisite(s) Nil
Content Provide the knowledge and skills to identify, explain and apply the fundamentals of air conditioning
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

NRT206 ROAD LAW UNDERSTANDING
Campus Werribee.
Prerequisite(s) See course prerequisites
Content Identify and explain road signs and road markings; Describe road laws and regulations and explain their application to case studies; Describe road laws and regulations relating to heavy vehicles and explain their application to case study situations (this outcome is applicable to Heavy Vehicle students only).
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

NRT208 SAFE AND EFFICIENT CAR DRIVING
Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe the patterns, causes and consequences of road accidents and the use of protective devices to minimise road accident trauma; Describe basic psychological principles relating to the driving task and risk taking behaviour; Drive a car in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of the car.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT211 SAFE AND EFFICIENT HEAVY VEHICLE DRIVING
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the patterns, causes and consequences of road accidents; Describe basic psychological principles relating to the driving task and risk-taking behaviour; Drive a heavy vehicle in a systematic and controlled manner, demonstrating safe, low risk driving techniques; Describe safe driving procedures in the event of an emergency situation; Describe and demonstrate techniques required to improve the efficient operation of a heavy vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT300 THE DRIVING INSTRUCTION INDUSTRY
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the characteristics of the motor vehicle driving instruction industry; Describe the legal requirements of the driving instruction industry, and the code of ethical and professional conduct required of its members; Identify personal requirements to promote the motor vehicle driving instruction industry to the community; Describe and demonstrate emergency and reporting procedures required to manage a road crash and vehicle breakdown.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

NRT311 THE LEARNER DRIVER
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Explain the concept of competency and apply its meaning to the role of driving a vehicle; Describe the principles of adult learning and their application to the task of training learner drivers.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT380 THE DRIVING INSTRUCTION INDUSTRY
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the characteristics of the motor vehicle driving instruction industry; Describe the legal requirements of the driving instruction industry, and the code of ethical and professional conduct required of its members; Identify personal requirements to promote the motor vehicle driving instruction industry to the community; Describe and demonstrate emergency and reporting procedures required to manage a road crash and vehicle breakdown.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

NRT381 THE LEARNER DRIVER
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Explain the concept of competency and apply its meaning to the role of driving a vehicle; Describe the principles of adult learning and their application to the task of training learner drivers.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT382 MOTOR VEHICLE INSTRUCTION METHOD
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Describe the basic concepts, features and reasons for a systematic approach to driving, and apply a systematic approach to the instruction of learner drivers on specific procedures and manoeuvres; Deliver instruction on pre-driving checks, vehicle components, instruments, and controls; Operate left seat controls appropriately to assist learner drivers; Deliver instruction on starting, driving and stopping the vehicle; Deliver instruction on driving procedures and manoeuvres in traffic and an open road and negotiating slow speed manoeuvres; Deliver instruction on coupling and uncoupling a trailer (this outcome is applicable to Heavy Vehicle students only).
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NRT383 TRAINING VEHICLE PRESENTATION AND MAINTENANCE
Campus Werribee.
Prerequisite(s) See course prerequisites.
Content Undertake procedures to clean the training vehicle and arrange for routine servicing; Describe the safety precautions and hand tools associated with basic maintenance of the component systems of the training vehicle; Undertake basic fault diagnosis on the component systems of the training vehicle; Undertake basic repairs and maintenance or arrange for repairs to the training vehicle; Describe and demonstrate procedures and safety considerations associated with LPG equipment vehicles.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

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NRT384 COMMUNICATION SKILLS FOR DRIVING INSTRUCTORS

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe the elements and principles of effective communication between instructor and learner driver(s) and identify barriers to communication; Demonstrate clear, concise instructional language techniques; Demonstrate active listening and questioning techniques, and techniques for giving constructive feedback; Describe and demonstrate quality customer relations principles.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT385 PLANNING DRIVER TRAINING PROGRAMS

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Analyse a driving task for which training is planned; Establish the existing competency level of a learner driver; Develop a training plan for a program of instruction for a learner driver, and establish a system to record training; Prepare learning outcome statements for a competency-based driver training session; Design training routes to meet the learning needs of learner drivers.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT386 DELIVERING ONE-TO-ONE DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Develop session plans for one-to-one driver training sessions; Describe and demonstrate strategies for effective one-to-one driver training presentations; Develop effective training aids to support one-to-one driver training presentations; Present one-to-one competency-based training sessions to a learner driver and evaluate the delivery of the sessions.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT387 DELIVERING GROUP DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Develop session plans for group driver training sessions; Describe and demonstrate strategies for effective group driver training presentations; Develop effective training aids to support group driver training presentations; Present group competency-based training sessions to learner drivers and evaluate the delivery of the session.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

NRT388 ASSESSING LEARNER DRIVERS

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe the purpose of assessment, and principles and strategies of competency-based assessment; Describe the process and procedures for assessing learner drivers; describe procedures to assess the learner driver against the learning outcomes of the training program, or the licence requirements; Describe the process of providing feedback to the learner driver and describe procedures to record and secure assessment records; Describe methods of evaluating the assessment procedure.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

NRT389 EVALUATING AND REPORTING DRIVER TRAINING

Campus Werribee.
Prerequisite(s) See course prerequisites
Content Describe procedures to evaluate driver training sessions; Describe procedures to evaluate driver training programs; Describe procedures to record and report outcomes of driver training.
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

NSW8395A FINANCIAL INSTITUTIONS AND MARKETS

Campus To be advised
Prerequisite(s) To be advised
Content History and legislation of Banking in Australia; Financial systems, markets, facilities/instruments; Reserve Bank; Prudential/regulatory supervision; Money supply; Deregulation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395B FINANCIAL SALES SKILLS

Campus To be advised
Prerequisite(s) To be advised
Content To enable the participant to develop basic knowledge, skills and attitude necessary to effectively carry out personal selling in a busy financial services situation.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

NSW8395C COMMERCIAL BANKING AND FINANCE

Campus To be advised
Prerequisite(s) To be advised
Content Organisation structure and functions of banks; Interaction of liquidity, profitability, risk and return; Capital adequacy and balance sheet management; Lending objectives and policies; Securities portfolio and overall financial management; Personnel marketing; Audit and control functions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
MODULE/UNIT DETAILS

NSW8395H BANKING AND LENDING PRACTICE
Campus To be advised
Prerequisite(s) To be advised
Content Banker/customer relationship; Lending principles and practices; Analysis and interpretation of financial statements; Lending practices for personal, small business and corporations.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395J FINANCIAL INSTITUTIONS LAW
Campus To be advised
Prerequisite(s) To be advised
Content Legislation regulating financial institutions; Rights and liabilities of parties to negotiable instruments; Types of security interests and their registration; Capacity and authority to grant security; Rights of and remedies available to secured creditors.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NSW8395K INTERNATIONAL BANKING AND FINANCE
Campus To be advised
Prerequisite(s) To be advised
Content Historical development of the international monetary system; Function of international financial centres and institutions; Rates of exchange; Categories of foreign exchange risk and their management; Reserve Bank intervention in and monitoring of foreign exchange dealings; Methods of payment in international trade; Trade finance facilities; major instruments of international lending and finance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

NUE052 APPLIED ELECTRICITY 1
Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide students with an understanding of basic electrical principles and concepts including the effects of current flow in various circumstances and the various sources of EMF.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

NUE053 MATH SKILLS FOR THE ELECTRICAL TRADES
Campus To be advised
Prerequisite(s) Nil
Content This module is intended to prepare students with mathematical skills necessary for installation planning, modification, fault diagnosis and repair work in the electrical industry. The module ensures a sound foundation for further education and training.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

PMACOM100A RELAY AND RESPOND TO INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Receive and relay oral and written messages; Interpret oral or written messages; Respond to information.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PMACOM200A PROCESS AND RECORD INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Access information; Provide appropriate information; Give and follow routine instructions; Provide written and oral reports.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAENV100A IDENTIFY AND MINIMISE ENVIRONMENTAL HAZARDS
Campus To be advised
Prerequisite(s) To be advised
Content Identify potential environmental threats; Monitor environmental discharges/emissions; Respond to abnormal environmental discharges/emissions.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAHAZ200A RESPOND TO AN EMERGENCY SITUATION
Campus To be advised
Prerequisite(s) To be advised
Content Identify emergency situation; Assess appropriate level of response; Notify responsible authorities; Minimise the affect of the emergency; Monitor emergency situation; Participate in review of emergency situation.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAOH100A FOLLOW OH&S POLICIES AND PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification risk assessment and control; Contribute to consultative arrangements for the management of occupational health and safety.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

PMAPLAN100A FOLLOW ESTABLISHED WORK PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Identify work activities; Organise daily work activities; Follow work plan; Modify work plan.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
PMAPROC100A APPLY PROCEDURES TO EQUIPMENT OPERATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Follow workplace procedures; Monitor and operate the equipment/process.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PMAPROC101A MAKE MEASUREMENTS
Campus: To be advised
Prerequisite(s): To be advised
Content: Identify appropriate measurements; Perform measurements; Record result.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

PMAPROC102A UNDERTAKE HOUSEKEEPING OPERATIONS
Campus: To be advised
Prerequisite(s): To be advised
Content: Identify housekeeping requirements; Perform housekeeping procedures; Dispose of waste materials; Report/record housekeeping operations.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

PMAQUAL100A CONTRIBUTE TO QUALITY PROCESSES
Campus: To be advised
Prerequisite(s): To be advised
Content: Identify plant goals; Develop customer focus; Identify role of wastage in applying quality; Participate in team to analyse an improvement proposal.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PMAQUAL300A INITIATE CONTINUOUS IMPROVEMENT
Campus: To be advised
Prerequisite(s): To be advised
Content: Identify areas for improvement; Identify strategies for improvement; Communicate recommendations; Participate in implementing process improvement strategies.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLCOM300A COMMUNICATE WITH OTHER PEOPLE
Campus: To be advised
Prerequisite(s): Nil
Content: Receive and act upon instructions; Receive and convey messages; Demonstrate appropriate interpersonal skills; Provide appropriate information.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

PMLCOM500A PROVIDE INFORMATION TO CUSTOMERS
Campus: To be advised
Prerequisite(s): PMLCOM300A Communicate with other people.
Content: Assess the request for information and/or advice; Prepare response; Provide information and/or advice; Record details of the request and response.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLCOM600A DEVELOP AND MAINTAIN LABORATORY DOCUMENTATION
Campus: To be advised
Prerequisite(s): PMLCOM500A Provide information to customers, PMLQUAL401A Apply quality system and continuous improvement processes.
Content: Recognise documentation need/deficiency; Develop/revise documentation; Communicate and evaluate changes to laboratory documentation.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

PMLDATA300A PROCESS AND RECORD DATA
Campus: To be advised
Prerequisite(s): Nil
Content: Record and store data; Perform laboratory computations; Present data in tables, charts and graphs; Interpret data in tables, charts and graphs; Keep accurate records and maintain their confidentiality.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

PMLDATA500A ANALYSE DATA AND REPORT RESULTS
Campus: To be advised
Prerequisite(s): PMLDATA300A Process and record data.
Content: Perform laboratory computations; Analyse trends and relationships in data; Determine variation and/or uncertainty in data distributions; Check for aberrant results; Report results.
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

PMLDATA501A USE LABORATORY APPLICATION SOFTWARE
Campus: To be advised
Prerequisite(s): PMLDATA300A Process and record data.
Content: Access application software; Use software for specified purposes; Produce reports of retrieved data and/or processed data; Perform simple record housekeeping.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
PMLMAIN300A MAINTAIN THE LABORATORY FIT FOR PURPOSE

Campus To be advised
Prerequisite(s) Nil
Content Clean work preparation areas; Clean and store glassware and equipment; Monitor stocks of laboratory materials and equipment; Contribute to maintenance of laboratory hygiene.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLORG600A SUPERVISE LABORATORY OPERATIONS IN WORK/FUNCTIONAL AREA

Campus To be advised
Prerequisite(s) PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Program and direct work practices within functional area; Manage personnel within work area; Establish resource requirements and operating budgets; Procure resources to achieve operational plans; Monitor and optimise operational performance and resource usage.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

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

PMLQUAL300A CONTRIBUTE TO THE ACHIEVEMENT OF QUALITY OBJECTIVES

Campus To be advised
Prerequisite(s) Nil
Content Apply quality control procedures; Contribute to quality improvements; Maintain commitment to enterprise quality standards in own work; Assist in maintaining customer relationships; Update knowledge and skills as required.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

PMLQUAL400A CONTRIBUTE TO ON-GOING DEVELOPMENT OF HACCP PLANS

Campus To be advised
Prerequisite(s) Nil
Content Review HACCP plans; Provide support for the implementation of HACCP plans; Review the implementation plan.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

PMLQUAL401A APPLY QUALITY SYSTEM AND CONTINUOUS IMPROVEMENT PROCESSES

Campus To be advised
Prerequisite(s) Nil
Content Satisfy quality system requirements in daily work; Analyse opportunities for corrective and/or optimisation action; Recommend corrective and/or optimisation actions; Participate in the implementation of recommended action(s); Participate in the development of continuous improvement strategies.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum
### PMLQUAL600A Maintain quality system and continuous improvement processes within work/functional area

**Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Develop and maintain quality framework within work area; Maintain quality documentation; Provide training in quality systems and improvement processes; Optimise and report performance; Evaluate relevant components of quality system.  
**Required Reading:** To be advised  
**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### PMLSAMP400A Obtain representative samples in accordance with sampling plan

**Campus:** To be advised  
**Prerequisite(s):** Nil  
**Content:** Prepare for sampling; Obtain the samples; Prepare sample for testing; Store backup samples; Dispose of waste and spent samples.  
**Required Reading:** To be advised  
**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

### PMLTEAM300A Work efficiently as part of a team

**Campus:** To be advised  
**Prerequisite(s):** Nil  
**Content:** Work in a team environment; Complete allocated work; Identify and resolve work problems.  
**Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum

### PMLTEAM600A Manage and develop teams

**Campus:** To be advised  
**Prerequisite(s):** PMLCOM500A Provide information to customers, PMLTEAM300A Work efficiently as part of a team.  
**Content:** Promote team effectiveness; Identify and develop individual potential; Monitor individual and team performance.  
**Required Reading:** To be advised  
**Nominal Hours:** 40 Hours  
**Assessment:** As per accredited curriculum

### PMLTEST300A Perform basic tests

**Campus:** To be advised  
**Prerequisite(s):** Nil  
**Content:** Receive, label and store samples for testing; Prepare sample for testing 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

### 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

### PMLTEST302A Calibrate and maintain testing equipment and assist with its maintenance

**Campus:** To be advised  
**Prerequisite(s):** Nil  
**Content:** Perform set up and pre-use checks of laboratory equipment; Perform calibration checks; Assist with equipment maintenance; Maintain records.  
**Required Reading:** To be advised  
**Nominal Hours:** 50 Hours  
**Assessment:** As per accredited curriculum

### PMLTEST304A 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:** 120 Hours  
**Assessment:** As per accredited curriculum

### PMLTEST303A 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

### PMLTEST300A Calibrate and maintain instruments

**Campus:** To be advised  
**Prerequisite(s):** PMLTEST300A Perform basic tests or PMLTEST301A Perform biological laboratory procedures.  
**Content:** Perform set up and pre-use checks; Perform calibration checks; Maintain equipment.  
**Required Reading:** To be advised  
**Nominal Hours:** 100 Hours  
**Assessment:** As per accredited curriculum

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PMLTEST501A PERFORM MICROBIOLOGICAL TESTS
Campus To be advised
Prerequisite(s) PMLTEST305A Perform aseptic techniques, PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Receive samples and process associated request forms; Prepare for safe microbiological work and aseptic applications; Process samples for direct examination; Prepare pure cultures for microbiological work and aseptic applications; Perform procedures that can assist in the identification of micro-organisms; Estimate the number and/or size of micro-organisms in samples; Contribute to antibiotic sensitivity testing where required; Maintain records of laboratory work.
Required Reading To be advised
Nominal Hours 140 Hours
Assessment As per accredited curriculum

PMLTEST502A PERFORM HAEMATOLOGICAL TESTS
Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request details; Perform tests; Maintain a safe environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 135 Hours
Assessment As per accredited curriculum

PMLTEST503A PERFORM HISTOLOGICAL TESTS
Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process specimens and associated request forms; Prepare specimens for cut-up; Process tissue; Embed tissue; Cut tissue sections; Stain tissue sections; Contribute to efficient provision of histological services; Maintain a safe environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

PMLTEST504A PERFORM CHEMICAL PATHOLOGY TESTS
Campus To be advised
Prerequisite(s) PMLTEST301A Perform biological laboratory procedures, PMLOHS300A Work safely in accordance with defined policies and procedures.
Content Process samples and associated request forms; Perform tests; Maintain a safe work area and environment; Maintain laboratory records.
Required Reading To be advised
Nominal Hours 130 Hours
Assessment As per accredited curriculum

PMLTEST506A APPLY SPECTROMETRIC TECHNIQUES
Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PMLTEST507A APPLY CHROMATOGRAPHIC AND ELECTROPHORETIC TECHNIQUES
Campus To be advised
Prerequisite(s) PMLTEST400A Perform instrumental tests/procedures, PMLTEST402A Prepare, standardise and use solutions.
Content Prepare samples; Perform analytical and/or preparative procedures; Report and communicate results.
Required Reading To be advised
Nominal Hours 200 Hours
Assessment As per accredited curriculum

PRMCL01A MAINTAIN HARD FLOOR SURFACES
Campus To be advised
Prerequisite(s) To be advised
Content Identify type and condition of hard floor, soil type and size of area to be maintained; Select and set up equipment; Set up area; Sweep surface where waste needs to be collected; Apply dust mop to surface where removal of fine dust is required; Apply damp mop to floor surface where removal of adhered soil is required; Buff hard floor where required to improve appearance; Dispose of collected waste; Clean and store equipment.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

PRMCL04A MAINTAIN SOFT FLOOR
Campus To be advised
Prerequisite(s) To be advised
Content Identify type and condition of soft floor; Determine method and prepare equipment; Remove waste where required; Vacuum to remove any remaining waste where necessary; Rake or sweep soft surface to remove inground waste where required; Clean and store equipment.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRMCL05A REMOVE STAINS AND SPILLAGES FROM SOFT FLOORS
Campus To be advised
Prerequisite(s) To be advised
Content Identify type of spot or spillage; Determine remedial action; Apply chemical softening agent; Remove foreign material; Evaluate and report results.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum
PRMCL09A  WASH AND SQUEEGEE GLASS SURFACES TO REMOVE ALL VISIBLE DIRT AND GRIME

Campus To be advised
Prerequisite(s) To be advised
Content Set up site for glass cleaning; Select and prepare glass cleaning equipment; Prepare glass surface; Apply washing and squeegee equipment to glass surface; Clean up and restore site to original condition; Clean and store equipment.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRMCL15A  MAINTAIN FURNITURE AND FITTINGS AND DRESS AN AREA OR ROOM

Campus To be advised
Prerequisite(s) To be advised
Content Assess area to be cleaned and dressed; Select and set up equipment; Dust surfaces to remove waste where required; Damp wipe furniture and fittings to remove adhered soil where required; Spot clean surfaces where required; Apply polish to restore applicable surfaces where required; Clean and store equipment.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

PRMCL17A  MAINTAIN WET AREA IN AN ODOUR FREE, SOIL AND HAZARD FREE CONDITION

Campus To be advised
Prerequisite(s) To be advised
Content Assess area to be cleaned; Set up work area; Remove soil from surface areas; Replenish and replace consumables; Clean and store equipment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRMCL31A  PLAN FOR SAFE AND EFFICIENT CLEANING ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Assess the cleaning situation; Identify possible work restrictions; Select and plan for a suitable work method; Report on variations.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRMCL34A  FOLLOW RELEVANT OHS POLICIES AND PROCEDURES TO ENSURE OWN SAFETY AND THAT OF OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of OHS.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

PRMCL35A  MAINTAIN A CLEANING STORAGE AREA

Campus To be advised
Prerequisite(s) To be advised
Content Maintain area in a clean, tidy and secure condition; Control and maintain stocks of consumables; Maintain and display cleaning site information.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

PRSSG01A  MAINTAIN THE SECURITY OF PREMISES AND PROPERTY

Campus To be advised
Prerequisite(s) To be advised
Content Patrol premises; Monitor installed system on premises; Respond to security alarm calls; Undertake specific site observation.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG02A  CONTROL ACCESS TO AND EXIT OF PREMISES

Campus To be advised
Prerequisite(s) To be advised
Content Control persons entering and leaving the site; Inspect baggage and/or vehicles; Manage vehicular traffic; Check loads and manifests entering and leaving site; Manage access control systems; Lock/unlock buildings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

PRSSG03A  MAINTAIN SAFETY OF PREMISES AND PERSONNEL

Campus To be advised
Prerequisite(s) To be advised
Content Respond to fire or safety alarm calls; Take preventative action on potential security hazards; Manage emergency situations; Conduct evacuations; Respond to bomb threat.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
PRSSG04A COMMUNICATE IN THE WORKPLACE
Campus To be advised
Prerequisite(s) To be advised
Content Act on instructions from supervising staff; Manage information relating to the workplace; Document incidents; Communicate verbally; Interact with the customer; Provide advice to clients, customers and the public.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum.

PRSSG05A MANAGE CONFLICT
Campus To be advised
Prerequisite(s) To be advised
Content Identify conflict situations; Manage conflict situation.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum.

PRSSG06A MAINTAIN OCCUPATIONAL HEALTH AND SAFETY
Campus To be advised
Prerequisite(s) To be advised
Content Identify OH&S risks; Contribute to the ongoing development of the organisation's OH&S procedures.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum.

PRSSG07A MANAGE OWN PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Plan for completion of own workload; Maintain quality of own performance.
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum.

PRSSG08A OPERATE BASIC SECURITY EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Operate communication equipment; Operate computer equipment; Check basic monitoring equipment.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum.

PRSSG09A APPREHEND OFFENDERS
Campus To be advised
Prerequisite(s) To be advised
Content Establish if lawful arrest should be effected; Prepare for apprehension; Perform the arrest; Detain arrested person.
Nominal Hours 16 Hours
Assessment As per accredited curriculum.

PRSSG10A ESCORT AND CARRY VALUABLES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for escort assignment; Undertake escort.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum.

PRSSG11A PROVIDE FOR SAFETY OF PERSONS
Campus To be advised
Prerequisite(s) To be advised
Content Identify potential threats to client safety; Escort persons.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum.

PRSSG12A PROVIDE FOR SAFETY OF PERSONS
Campus To be advised
Prerequisite(s) To be advised
Content Inspect venue; Provide security presence; Monitor crowd size; Respond to potential crowd problems; Monitor crowd behaviour and safety; Direct crowds.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum.

PRSSG13A CONTROL CROWDS
Campus To be advised
Prerequisite(s) To be advised
Content Inspect venue; Provide security presence; Monitor crowd size; Respond to potential crowd problems; Monitor crowd behaviour and safety; Direct crowds.
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum.

PRSSG14A 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.

PRSSG15A LEAD SMALL TEAMS
Campus To be advised
Prerequisite(s) To be advised
Content Provide team leadership; Allocate responsibilities; Set performance expectations for team members; Maintain team performance; Represent team's concerns to management.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum.

PRSSG16A INTERPRET INFORMATION FROM ADVANCED SECURITY EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Evaluate information from multiple sources; Respond to situations identified through security systems; Maintain control of security systems.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum.
PRSSG22A MONITOR FIELD STAFF ACTIVITY FROM CONTROL ROOM

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Monitor safety of field staff; Monitor security activity of field staff; Coordinate responses to alarm signals.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

PRSSG23A OPERATE SECURITY VEHICLE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Maintain vehicle; Drive to/from assignment; Drive in response to an alarm signal or back-up request.  
Required Reading: To be advised  
Nominal Hours: 8 Hours  
Assessment: As per accredited curriculum

PRSSG25A PROVIDE EMERGENCY FIRST AID

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Check site for danger; Provide appropriate emergency treatment; Monitor situation and arrange back-up; Prepare and provide an incident report.  
Required Reading: To be advised  
Nominal Hours: 24 Hours  
Assessment: As per accredited curriculum

PRSSG28A INTERPRET AND COMPLY WITH LEGAL AND PROCEDURAL REQUIREMENTS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify and apply regulatory guidelines to the requirements of the security function; Confirm assignment procedures; Complete relevant documentation.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

PSPETH301A UPHOLD THE VALUES AND PRINCIPLES OF PUBLIC SERVICE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Apply ethical standards; Deal with ethical problems.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum

PSPGOV202A COMMUNICATE IN THE WORKPLACE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Use effective communication in the workplace; Follow routine instructions; Prepare routine written correspondence, notes and records.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum

PSPGOV301A WORK EFFECTIVELY IN THE ORGANISATION

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Evaluate and develop own expertise; Work within the organisational structure and culture; Manage own work.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum

PSPGOV302A CONTRIBUTE TO THE WORKGROUP ACTIVITIES

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Participate in the workgroup; Assist in training and development in the group; Provide assistance in supervising and guiding workgroup members.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum

PSPGOV308A WORK EFFECTIVELY WITH DIVERSITY

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Demonstrate respect for individual differences; Work effectively with diversity.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum

PSPLEGN301A COMPLY WITH LEGISLATION IN THE PUBLIC SECTOR

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify legislative requirements; Comply with legislative requirements; Report incidents of non compliance.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum

PSPOHS201A FOLLOW DEFINED OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of occupational health and safety.  
Required Reading: To be advised  
Nominal Hours: To be advised  
Assessment: As per accredited curriculum
PSPOH401 IMPLEMENT AND MONITOR THE ORGANISATION’S OCCUPATIONAL HEALTH AND SAFETY POLICIES, PROCEDURES AND PROGRAMS

Campus: To be advised
Prerequisite(s): To be advised
Content: This unit covers implementation and monitoring of the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards. The unit is based on the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards (NOHSC: 7025, 1998).
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PSPPROC301A PLAN PROCUREMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan procurement activities; Interpret procurement requirements; Specify procurement requirements; Establish contractual arrangements; Manage contracts; Complete contractual arrangements.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PSPPROC302A REQUEST AND RECEIVE OFFERS

Campus: To be advised
Prerequisite(s): To be advised
Content: Develop a request for offers; Request and receive offers.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PSPPROC303A AWARD CONTRACTS

Campus: To be advised
Prerequisite(s): To be advised
Content: Select a provider; Formalise contractual arrangements; Debrief market and other stakeholders.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

PSPPROC304A MANAGE CONTRACTS

Campus: To be advised
Prerequisite(s): To be advised
Content: Establish a contract management strategy; Monitor and maintain the performance of a contract; Complete contracts and implement contract review strategy.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

PSXEME001A PROVIDE EMERGENCY CARE

Campus: South Melbourne
Prerequisite(s): Nil
Content: Identify need for emergency care; Ensure personal safety; Protect casualty and others from further harm; Reassure casualty; Assess casualty and plan course of action; Implement emergency care procedures; Work cooperatively with personnel from other organisations; Recover and restore first aid equipment; Complete documentation.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

RE201 REAL ESTATE INDUSTRY OVERVIEW

Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): Nil
Content: Real estate workplace related issues; Plan, prepare and present a simple real estate related presentation.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE202 REAL ESTATE WORKTEAM COMMUNICATION

Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): Nil
Content: Real estate workplace related issues; Plan, prepare and present a simple real estate related presentation.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE211 INTRODUCTION TO PROPERTY MANAGEMENT

Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE101 Real Estate Industry Overview
Content: Functions and responsibilities of letting and managing a residential property; Processes available for resolving disputes between landlord and tenant; Differences between commercial and residential property leasing.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

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RE221 INTRODUCTION TO PROPERTY SALES CONSULTING
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE101 Real Estate Industry Overview
Content: Basic concepts and common terminology related to the sale of land; Functions and responsibilities of selling a property.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE301 REAL ESTATE ADVERTISING PRINCIPLES
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE211 Introduction to Property Management, RE221 Introduction to Property Sales Consulting
Content: Plan, implement and monitor effective advertising campaign to market a property for sale or lease.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE302 REAL ESTATE WORKPLACE PLANNING
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE201 Real Estate Industry Overview
Content: Prepare a daily work plan; Implement time management strategies; Implement strategies to manage work related stress.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE311 TENANCY DOCUMENTATION
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE211 Introduction to Property Management, RE312 Tenancy Transactions should be undertaken concurrently.
Content: Statutory tenancy documents; Agency tenancy documents; Receive, record and lodge security deposits.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE312 TENANCY TRANSACTIONS
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE211 Introduction to Property Management
Content: Record tenancy transactions, Account to landlord for monies received.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE321 SALES DOCUMENTATION
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE221 Introduction to Property Sales Consulting
Content: Record sales transactions on agency database; Receive, record and lodge deposits for sales; Release deposit to vendor.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE322 SALES TRANSACTIONS
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE221 Introduction to Property Sales Consulting
Content: Plan, implement and monitor effective advertising campaign to market a property for sale or lease.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE323 BASIC PROPERTY SALES PROCESSES
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE201 Real Estate Industry Overview
Content: Structure of the employing agency, operations of the sales department; Area farming and prospecting processes; Market appraisal and listing processes; Property advertising and marketing processes; Statutory and administrative processes.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE401 REAL ESTATE BUILDING PRINCIPLES
Campus: Footscray Nicholson, Sunbury, Werribee
Prerequisite(s): RE211 Introduction to Property Management, RE221 Introduction to Property Sales Consulting
Content: Commonly found building styles, and major features; Types of building materials, common building construction techniques; Minor and major defects; Implications of defects for vendors/landlords and buyers/tenants; External and internal inspection; Role of various authorities in regard to buildings and building permits; Sources of advice and assistance in regard to building problems.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
RE402 REAL ESTATE NEGOTIATION SKILLS

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management, RE321 Introduction to Property Sales Consulting
Content Negotiate to achieve an agreed property listing, sale or dispute outcome.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE403 REAL ESTATE CLIENT INTERACTION

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE211 Introduction to Property Management, RE331 Real Estate Agency Administration
Content Establish and maintain a working relationship with a client.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE404 INTRODUCTION TO TRUST ACCOUNTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE312 Tenancy Transactions, RE322 Sales Transactions
Content Elements of accounting and transactions on the accounting equation; Legislation on trust accounting processes and audit requirements; Trust Account Journal; Reconciliation payroll procedures.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE406 DEALING WITH CONFLICT IN REAL ESTATE

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) Nil
Content Signs, stages and possible causes of conflict; Strategies to deal with conflict; Communication skills that facilitate constructive responses to conflict.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE411 RENTAL MARKET ANALYSIS

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions
Content Methods of appraising the rental value of property; Residential property management market conditions; Property management business network.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE412 RENTAL PROSPECTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions, RE301 Real Estate Advertising Principles.
Content Procedures to target prospective landlords; Advertising methods and campaigns; Promotional campaign to owners and tenants; Sources of new listings.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE413 RENTAL LISTING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions, RE402 Real Estate Negotiation Skills.
Content Presenting and recording property management listing details.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

RE414 RENTAL MARKETING

Campus Footscray Nicholson, Sunbury, Werribee
Prerequisite(s) RE311 Tenancy Documentation, RE312 Tenancy Transactions
Content Strategies to market a residential rental property; Evaluate effectiveness of marketing strategies.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
### RE415 RENTAL TENANTING

<table>
<thead>
<tr>
<th>Campus</th>
<th>Footscray Nicholson, Sunbury, Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE311 Tenancy Documentation, RE312 Tenancy Transactions</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Select suitable tenant; Lease arrangements</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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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</table>

### RE416 RENTAL MAINTENANCE

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<tr>
<th>Campus</th>
<th>Footscray Nicholson, Sunbury, Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE311 Tenancy Documentation, RE312 Tenancy Transactions</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Security of a managed property; Regular and planned inspections; Repairs and maintenance.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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>
</tr>
</tbody>
</table>

### RE417 RENTAL RENEWAL AND FINALISATION

<table>
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<tr>
<th>Campus</th>
<th>Footscray Nicholson, Sunbury, Werribee</th>
</tr>
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<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE311 Tenancy Documentation, RE312 Tenancy Transactions, RE402 Real Estate Negotiation Skills</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Rental reporting and review processes; Tenancy renewal and normal finalisation processes; Residential tenancy tribunal/court.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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>
</tr>
</tbody>
</table>

### RE421 SALES MARKET ANALYSIS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Footscray Nicholson, Sunbury, Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE321 Sales Documentation, RE322 Sales Transactions</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Methods of appraising the market price of property; Sales market conditions; Sales business network.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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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</tbody>
</table>

### RE422 SALES PROSPECTING

<table>
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<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE321 Sales Documentation, RE322 Sales Transactions, RE301 Real Estate Advertising Principles</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Procedures to target property owners and prospective vendors.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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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</tbody>
</table>

### RE423 SALES LISTING

<table>
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<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE321 Sales Documentation, RE322 Sales Transactions, RE402 Real Estate Negotiation Skills</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Deliver finalise and record sales listing.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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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</table>

### RE424 SALES MARKETING

<table>
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<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE321 Sales Documentation, RE322 Sales Transactions, RE301 Real Estate Advertising Principles</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Methods of selling property; Strategies to market a property; Evaluate effectiveness of marketing strategies.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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>
</tr>
</tbody>
</table>

### RE425 SALES PRESENTATION

<table>
<thead>
<tr>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE321 Sales Documentation, RE322 Sales Transactions</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Factors and techniques which contribute to success in selling real estate; Enquiries from prospective purchasers; Presenting property to prospective purchasers.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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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</tbody>
</table>

### RE426 SALES NEGOTIATION

<table>
<thead>
<tr>
<th>Campus</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE321 Sales Documentation, RE322 Sales Transactions</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Obtaining and submitting an offer to purchase.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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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</tbody>
</table>

### RE427 SALES SETTLEMENT

<table>
<thead>
<tr>
<th>Campus</th>
<th>Footscray Nicholson, Sunbury, Werribee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite(s)</strong></td>
<td>RE321 Sales Documentation, RE322 Sales Transactions</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Property sales settlement procedures; Agency financial and property records procedures.</td>
</tr>
<tr>
<td><strong>Required Reading</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>Nominal Hours</strong></td>
<td>30 Hours</td>
</tr>
<tr>
<td><strong>Assessment</strong></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>
</tr>
</tbody>
</table>
### RE428 Introduction to Auction Sales

**Campus:** Footscray Nicholson, Sunbury, Werribee

**Prerequisite(s):** RE321 Sales Documentation, RE322 Sales Transactions

**Content:** Assisting the auctioneer to prepare, conduct, and complete an auction sale.

**Required Reading:** To be advised

**Nominal Hours:** 30 Hours

**Assessment:** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### RUHCORE 1A Meet Industry Requirements

**Campus:** To be advised

**Prerequisite(s):** To be advised

**Content:** Agree with employment conditions; Meet workplace employment requirements.

**Required Reading:** To be advised

**Nominal Hours:** 10 Hours

**Assessment:** As per accredited curriculum

### RUHCORE 2A Meet Workplace Health and Safety Requirements

**Campus:** To be advised

**Prerequisite(s):** To be advised

**Content:** Follow workplace procedure for hazard identification and risk control; Render appropriate emergency procedures; Participate in arrangements for maintaining health and safety of all people in the workplace.

**Required Reading:** To be advised

**Nominal Hours:** 10 Hours

**Assessment:** As per accredited curriculum

### RUHCORE 3A Use Hazardous Substances Safely

**Campus:** To be advised

**Prerequisite(s):** To be advised

**Content:** Handle hazardous substances; Store hazardous substances; Transport hazardous substances; Use hazardous substances; Act in emergency situations with hazardous substances.

**Required Reading:** To be advised

**Nominal Hours:** 10 Hours

**Assessment:** As per accredited curriculum

### RUHCORE 4A Operate in the Workplace

**Campus:** To be advised

**Prerequisite(s):** To be advised

**Content:** Observe and record in the workplace; Interact with others in the workplace; Work in a team; Meet, greet and direct clients and customers; Maintain personal presentation.

**Required Reading:** To be advised

**Nominal Hours:** 10 Hours

**Assessment:** As per accredited curriculum

### RUHCORE 5A Act in an Emergency

**Campus:** To be advised

**Prerequisite(s):** To be advised

**Content:** Minimise emergency situations; Plan for emergencies; Act as instructed in emergencies; Implement fire prevention and control; Render first aid.

**Required Reading:** To be advised

**Nominal Hours:** 10 Hours

**Assessment:** As per accredited curriculum

### RUHCORE 6A Plan Daily Work Routines

**Campus:** To be advised

**Prerequisite(s):** To be advised

**Content:** Interpret work schedules; Organise materials and equipment; Respond to problems as they arise.

**Required Reading:** To be advised

**Nominal Hours:** 10 Hours

**Assessment:** As per accredited curriculum

### RUVVEN 201A Carry Out Reception Duties

**Campus:** To be advised

**Prerequisite(s):** To be advised

**Content:** Compile patient and client histories; Consult duty veterinarian; Maintain patient records.

**Required Reading:** To be advised

**Nominal Hours:** 20 Hours

**Assessment:** As per accredited curriculum

### RUVVEN 202A 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

### RUVVEN 203A Carry Out Surgery Preparations

**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

### RUVVEN 204A Follow Clinic Occupational Health and Safety (OHS) Procedures

**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

### RUVVEN 205A 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
RUUVEN206A PROVIDE CLINIC ADMINISTRATION SUPPORT
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

RUUVEN305A CARRY OUT SURGICAL NURSING ROUTINES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare surgery schedules; Implement surgery preparations; Provide support for medical procedures.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

RUUVEN306A PROVIDE ANIMAL CARE
Campus To be advised
Prerequisite(s) To be advised
Content Respond to problems as they occur.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment As per accredited curriculum

RUUVEN307A 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

RUUVEN401A APPLY HAEMATOLOGY AND BLOOD CHEMISTRY TESTS AND OTHER TEST PROCEDURES
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 30 Hours
Assessment As per accredited curriculum

RUUVEN402A COORDINATE THEATRE ROUTINES
Campus To be advised
Prerequisite(s) To be advised
Content Prepare surgery schedules; Implement surgery preparations; Provide theatre personnel; Carry out post-operative theatre routines.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
RUVE403A 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

RUVE404A IMPLEMENT CLINIC OFFICE ROUTINES
Campus To be advised
Prerequisite(s) To be advised
Content Manage financial records; Maintain veterinary supplies; Manage animal patient process; Maintain clinic policy.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

RUVE405A PROVIDE SPECIFIC ANIMAL CARE ADVICE
Campus To be advised
Prerequisite(s) To be advised
Content Provide specific clinical care advice; Provide animal care product advice; Provide animal nutritional advice.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SB01AN INTRODUCTION TO SMALL BUSINESS
Campus To be advised
Prerequisite(s) Nil
Content Define small business in Australia and the way it is affected by changes in the economy; Outline the characteristics that need to be considered in exploring a small business opportunity; Specify the knowledge, abilities and personal characteristics required to start a successful small business; Select a suitable location and premises for a small business, having regard to the tenancy costs and the constraints of the various laws and regulations; Conduct effective market research; Use marketing to facilitate business success; Develop a successful promotional plan for a small business; Establish an appropriate business structure for a small business, and the legal and protective means required to start up, monitor and maintain a small business; Describe how to establish a business plan, set goals and use appropriate time management strategies.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SB04 CUSTOMER RELATIONS
Campus Footscray Nicholson, Werribee, Melton, Sunbury.
Prerequisite(s) Nil
Content Identification of customer needs; Staff training in customer service; Handling customer concerns and complaints; Strategies to increase average sales per customer; Quality standards.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SB05 TIME MANAGEMENT
Campus Footscray Nicholson.
Prerequisite(s) Nil
Content Reasons for effective time management; Common time wasters and ways to avoid them; A time management plan; Use of time management tools.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

SP1 QUANTITY SURVEYING SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Develop the skills and knowledge required to accurately measure sanitary plumbing, sanitary drainage, hot & cold water supply, roof plumbing, storm water drainage, gas, irrigation and fire hydrant & fire hose reel installations for small to medium size industrial, institutional and commercial buildings
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP2 ESTIMATING AND COSTING
Campus To be advised
Prerequisite(s) Module SP.A Quantity Surveying
Content Develop the skills and knowledge required to accurately estimate and cost sanitary plumbing, sanitary drainage, hot & cold water supply, roof plumbing, storm water, gas, irrigation and fire services for industrial, institutional and commercial buildings
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP3 SERVICES SAFETY (CONSTRUCTION SAFETY)
Campus To be advised
Prerequisite(s) To be advised
Content Provide the knowledge to apply safety principles on medium rise and wide span building sites
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP8 BASIC WORD PROCESSING
Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval; NOS143 Computer Operations–Fundamentals
Content Provide basic knowledge and skills in the use of a word processing software package to produce simple documents in the most efficient manner. The emphasis is on the process rather than production skills
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
SP.9 BASIC DATABASE APPLICATIONS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval; NOS143 Computer Operations–Fundamentals
Content Provide the participant with basic knowledge and skills to use a database package effectively
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SP.10 BASIC SPREADSHEET APPLICATIONS

Campus To be advised
Prerequisite(s) NOS118 Computer Operations – Data Retrieval; NOS143 Computer Operations–Fundamentals
Content Provide basic knowledge and skills to use a spreadsheet package effectively
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRCCRD003A PROMOTE ACCESS, EQUITY AND DIVERSITY IN COMMUNITY RECREATION WORK

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies and procedures to meet client needs and organisation objectives,
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRD008A WORK EFFECTIVELY WITH GOVERNMENT AND OTHER KEY STAKEHOLDERS

Campus To be advised
Prerequisite(s) To be advised
Content Identify the role and function of government and other key stakeholders; Identify the key people or positions within government and other key stakeholders; Establish a working relationship with identified key people.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRD009A APPLY THE PRINCIPLES OF COMMUNITY DEVELOPMENT TO COMMUNITY RECREATION WORK

Campus To be advised
Prerequisite(s) To be advised
Content Prepare to undertake work in community recreation; Operate within a community development framework; Meet duty of care and legal responsibilities; Provide a non-discriminatory service; Work within policies and procedures to meet client needs and organisation objectives.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRD010A APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRCCRD005A DEVELOP A BUDGET FOR A RECREATION INITIATIVE

Campus To be advised
Prerequisite(s) To be advised
Content Determine range of resources required for initiative; Determine extent of potential income sources; Undertake and document costing procedures; Draft financial forecast/budgets; Review budget against actual results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRD006A DEVELOP RECREATION PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Determine program parameters; Develop a recreation program plan; Implement the programs; Evaluate the program.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRO002A RESPOND TO CLIENTS AT RISK

Campus To be advised
Prerequisite(s) To be advised
Content Minimise risk to client, self and others; Direct client at risk to appropriate assistance.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRO003A APPLY POINT OF SALE HANDLING PROCEDURES IN A RECREATION SETTING

Campus To be advised
Prerequisite(s) To be advised
Content Prepare for point of sale transactions; Perform point of sale transactions; Complete point of sale transactions; Reconcile takings.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRCCRO004A WORK WITHIN A BUDGET FOR A RECREATION INITIATIVE OR PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Disburse funds within allocated range.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRCCRO005A DEVELOP A BUDGET FOR A RECREATION INITIATIVE

Campus To be advised
Prerequisite(s) To be advised
Content Determine range of resources required for initiative; Determine extent of potential income sources; Undertake and document costing procedures; Draft financial forecast/budgets; Review budget against actual results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRCCRO006A IMPLEMENT A SALES SYSTEM FOR A RECREATION FACILITY OR ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Design the sales system; Ensure sales/service staff are trained; Sales system is implemented across recreation facility/organisation; Monitor performance of sales system.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SRCCRO012A MANAGE CONTRACTS</strong></td>
</tr>
</tbody>
</table>
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Establish contract administrative system; Monitor contract; Resolve contractual disputes; Implement contract transition. |
| **Required Reading:** To be advised  
**Nominal Hours:** 30 Hours  
**Assessment:** As per accredited curriculum |

| **SRFAER001A PLAN AND INSTRUCT A GROUP EXERCISE CLASS** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Prepare an exercise to music tape; Plan a group exercise fitness class; Instruct a group exercise to music class; Motivate clients. |
| **Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum |

| **SRFAQA001A INSTRUCT WATER BASED FITNESS CLASSES FOR THE GENERAL POPULATION** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Develop a plan for water based fitness classes; Prepare for delivery of a water based fitness class; Display expertise in instruction water based classes, using equipment; Instruct a water based fitness class; Observe client performance during a water based fitness class; Analyse and improve the effectiveness and benefits of a water based fitness class. |
| **Required Reading:** To be advised  
**Nominal Hours:** 65 Hours  
**Assessment:** As per accredited curriculum |

| **SRFFIT001A PROVIDE ORIENTATION TO CLIENTS PRIOR TO UNDERTAKING A FITNESS PROGRAM** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Establish rapport with client; Identify general client fitness requirements; Advise client on the benefits and procedures of fitness appraisal and exercise prescription; Deliver and process a basic health screening questionnaire. |
| **Required Reading:** To be advised  
**Nominal Hours:** 15 Hours  
**Assessment:** As per accredited curriculum |

| **SRFFIT002A APPLY BASIC EXERCISE SCIENCE TO FITNESS ACTIVITIES** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Apply basic exercise science to fitness activities; Report on the fitness outcomes. |
| **Required Reading:** To be advised  
**Nominal Hours:** 15 Hours  
**Assessment:** As per accredited curriculum |

| **SRFFIT003A UNDERTAKE CLIENT INDUCTION AND SCREENING** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Conduct a pre-test screening procedure to identify whether a medical appointment should be recommended to clients; Determine the fitness goals and current physical activity patterns of clients; Motivate and encourage clients to adhere to exercise programs; Conduct a basic fitness appraisal; Interpret and apply the results of a basic fitness appraisal to the fitness program for a client; Motivate the client. |
| **Required Reading:** To be advised  
**Nominal Hours:** 15 Hours  
**Assessment:** As per accredited curriculum |

| **SRFFIT004A DEVELOP BASIC FITNESS PROGRAMS** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Gather pre-programming information, including a client's current fitness level; Develop a basic exercise plan of general activities suited to client's needs, lifestyle and exercise preferences; Develop a fitness program for clients; Give clear and effective instruction ensuring effective services provision and vocal effectiveness; Supervise fitness activities and fitness appraisals in a manner that makes the client feel at ease, safe and motivated; Review and adapt a client's exercise program in accordance with their progress; Display an appropriate instructional style. |
| **Required Reading:** To be advised  
**Nominal Hours:** 20 Hours  
**Assessment:** As per accredited curriculum |

| **SRFFIT005A APPLY BASIC EXERCISE SCIENCE TO EXERCISE INSTRUCTION** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Anatomical terminology and descriptions of the musculoskeletal structure of the body are used when instruction clients; Relate the functioning of the cardio-respiratory system to exercise instruction; Use a knowledge of the lever systems of the human body and resistance equipment to set safe and effective exercise intensities; Support fitness industry clients to adopt the fundamental principles of healthy eating; Demonstrate and apply an understanding of the factors that motivate people to commence and stay with a long term fitness program. |
| **Required Reading:** To be advised  
**Nominal Hours:** 15 Hours  
**Assessment:** As per accredited curriculum |

| **SRFFIT006A USE AND MAINTAIN CORE FITNESS INDUSTRY EQUIPMENT** |
| **Campus:** To be advised  
**Prerequisite(s):** To be advised  
**Content:** Conduct basic maintenance of equipment and facilities of a fitness centre; Assist clients in the safe operation of the major types of equipment used in a fitness centre. |
| **Required Reading:** To be advised  
**Nominal Hours:** 10 Hours  
**Assessment:** As per accredited curriculum |
SRFFIT007A UNDERTAKE ADVANCED EXERCISE PLANNING AND PROGRAMMING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Use the principles and variables of programming that underpin the exercise planning; Use a structured approach to exercise planning; Write plan for specific fitness adaptations; Evaluate and modify an existing exercise plan for fitness industry clients.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

SRFFIT008A UTILISE A BROAD KNOWLEDGE OF EXERCISE SCIENCE IN EXERCISE PLANNING, PROGRAMMING AND INSTRUCTION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Apply a knowledge of musculoskeletal anatomy to exercise planning, programming, and instruction; Apply related concepts and principles of mechanics to exercise; Use functional appraisals to monitor physiological adaptations to exercise.  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

SRFFIT009A UNDERTAKE A POSTURAL SCREENING AND APPRAISAL

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Assess a client's range of joint motion; Analyse a client's static posture; Assess a client's dynamic posture; Analyse a client performing isolation exercises; Analyse a client performing a compound exercise; Work as part of an allied health team.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

SRFFIT010A UTILISE A BROAD RANGE OF FITNESS EQUIPMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan an arrangement of equipment within a fitness facility; Evaluate and select equipment for a fitness facility; Develop and conduct general maintenance procedures for a fitness facility; Demonstrate and instruct the use of cardiovascular equipment; Demonstrate and instruct the use of free weight equipment; Demonstrate and instruct the use of innovative exercise equipment.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

SRFFIT011A PROVIDE EXERCISE FOR FITNESS INDUSTRY CLIENTS WITH SPECIAL REQUIREMENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Screen clients for health, medical, or injury conditions; Apply exercise considerations and guidelines to clients with identified special requirements.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

SRFFIT012A UTILISE AN UNDERSTANDING OF MOTIVATIONAL PSYCHOLOGY WITH FITNESS CLIENTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Implement motivational theory in fitness activities; Utilise motivational psychology; Demonstrate effective non verbal communication; Describe and demonstrate barriers to communication; Utilise arousal techniques to motivate clients.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

SRFGYM001A INSTRUCT FITNESS ACTIVITY SKILLS TO A CLIENT USING FITNESS EQUIPMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Use the principles and variables of fitness that underpin planning and programming for a range of fitness outcomes; Develop basic fitness plans for apparently healthy clients, after taking into account the client's fitness targets, current fitness level, and history of injuries or illness; Write a range of basic programs for a range of fitness adaptations, based on a prepared fitness plan; Instruct a range of basic programs for clients; Supervise a resistance training gym; Monitor the progress of clients on a range of basic fitness programs, and modify the programs as required to give progressive improvements in fitness; Motivate clients.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

SRFDLD001A PLAN AND DELIVER EXERCISE FOR OLDER ADULTS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Work with a network of allied health and medical professionals; Develop fitness plans for older adults; Apply fitness assessment protocols and procedures to older adults; Apply older adult exercise guidelines to older adults; Modify exercises to incorporate the physical changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate the social and physiological changes that occur with the ageing process when instructing older clients; Modify exercises to incorporate age related health conditions when planning exercise for older adults; Motivate a group of older adults.  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum
**SRPG03 SKILL ACQUISITION**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Outline and explain the characteristics and basic principles underlying skill acquisition; Outline and analyse the characteristics of the three stages of learning a motor skill; Outline and demonstrate the different ways in which skills can be classified; Analyse the mechanisms involved in the processing of a motor skill; Outline, explain and demonstrate the importance of the structure of practices when learning a skill; Demonstrate ways in which learning can be facilitated by providing appropriate feedback to the performer.  
**Required Reading** To be advised  
**Nominal Hours** 24 Hours  
**Assessment** To be advised

**SRG04 ANATOMY**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Outline the basic terminology used in describing anatomical orientation and explain how this information can be used in prescribing training; Identify and describe the function of the bones that make up the human skeletal system and explain how this information can be used in prescribing training; Outline the structure and function of cartilage, tendons, ligaments and synovial membranes and explain how this information can be used in prescribing training; Identify and describe the types and range of movement of joints and explain how this information can be used in prescribing training; Explain the physiology of muscle contraction and explain how this information can be used in prescribing training; Identify the major muscles and describe their attachments and actions and explain how this information can be used in prescribing training; Outline the structure and function of the nervous system and explain how this information can be used in prescribing training; Explain the structure and function of the circulatory and respiratory systems and how this information can be used by the coach to prescribe training.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** To be advised

**SRG05 PROFESSIONAL GOLF MANAGEMENT 1**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Outline the role of the recreation industry in Korean society; Outline the components and structure of the recreation industry in Korea; Outline the role of administrators and staff in a recreation organization; Assess the social and economic significance of the recreation industry Korea; Analyse the need for a code of conduct in a recreation organisation; Outline historical changes in the patterns of recreational activity in Korea; Outline the benefits to the individual of regular participation in physical activity; Identify and explain the exercise preferences of both men and women and how these may vary with age and other lifestyle changes; Outline the history of golf; Explain the rules relating to the game of golf; Explain the rules relating to the administration of golf; Outline the etiquette involved in the game of golf; Outline safety considerations when participating in the game of golf.  
**Required Reading** To be advised  
**Nominal Hours** 64 Hours  
**Assessment** To be advised
efficiency principles can influence the selection of equipment for a sport; reduce the risk of injury; and demonstrate ways in which technique in golf can be improved by applying the basic principles of movement efficiency; outline and explain how basic movement efficiency principles can influence the selection of equipment for a variety of physical activities, including golf.

**SRG07 MOVEMENT EFFICIENCY**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Outline the characteristics and basic principles underlying efficient movement; demonstrate ways in which technique in golf can be improved by applying the basic principles of movement efficiency; outline and apply postural considerations involved in physical activities, including golf; and explain and demonstrate the way in which the principles of movement efficiency can be incorporated in a golf activity to reduce the risk of injury; outline and explain how basic movement efficiency principles can influence the selection of equipment for a variety of physical activities, including golf.

**Required Reading** To be advised

**Nominal Hours** 8 Hours

**Assessment** To be advised

**SRG08 TRAINING PRINCIPLES 1**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Outline and analyse the basic principles of training.

**Required Reading** To be advised

**Nominal Hours** 16 Hours

**Assessment** To be advised

**SRG09 NUTRITION FOR SPORT**

**Campus** To be advised

**Prerequisite(s)** SRG04 Anatomy

**Content** Outline the basic principles and benefits of a balanced diet; outline the basic principles and benefits of the training diet; outline the basic principles and benefits of a competition diet; outline the basic principles and benefits of the recovery diet; outline the dietary requirements for different categories of sports; recognise athletes in need of expert nutrition assessment and advice and explain how to access an appropriate sports dietician; recognise and access appropriate nutrition education resources.

**Required Reading** To be advised

**Nominal Hours** 16 Hours

**Assessment** To be advised

**SRG10 SPORTS PSYCHOLOGY 1**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Outline the role of sports psychology in coaching; assess and apply alternative strategies for motivating athletes in individual and team contexts; assess and apply alternative strategies for setting individual and team goals; assess and apply alternative strategies for promoting group cohesion and team spirit; outline the role of the coach in dealing with winning and losing in individual and team situations; assess and apply alternative time management strategies.

**Required Reading** To be advised

**Nominal Hours** 16 Hours

**Assessment** To be advised

**SRG11 SPORTS COACHING 1**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Outline the role and responsibilities of the coach; examine a range of coaching styles and apply strategies for evaluating personal coaching style; evaluate alternative coaching philosophies and the factors involved in formulating and implementing a coaching philosophy; examine the key features of a code of ethics and identify the ways of developing and implementing a code of ethics for coaches; evaluate alternative strategies for working effectively with participants, administrators, officials, other coaches and parents; assess the legal issues impacting on coaches and strategies that can be adopted to minimise the risks associated with the performance of coaching duties; outline the principles of planning and their application in coaching operations; outline the components of an annual training plan and the procedures involved in establishing, implementing and reviewing the plan; outline the procedures for establishing and maintaining records of coaching activities.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** To be advised

**SRG12 GOLF PRACTICUM 1**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Demonstrate advanced tactics and strategies of golf; analyse an advanced skill of golf; identify preferred teaching methods and coaching/teaching styles to develop the advanced skills of golf; assess player/s readiness to acquire and perform the advanced skill/s of golf; conduct drills, activities and/or games to teach of develop the advanced skills of golf; review and adapt the teaching of an advanced skill in response to feedback; assess player/s readiness to implement advanced tactics and strategies of golf.

**Required Reading** To be advised

**Nominal Hours** 96 Hours

**Assessment** To be advised

**SRG13 ENGLISH LANGUAGE STUDIES 2**

**Campus** To be advised

**Prerequisite(s)** SRG01 English Language Studies 1

**Content** Comprehend and make notes from material written in an academic register; communicate in written English; write for a range of academic tasks; use library or other facilities to locate and extract information and resources; develop strategies for learning in the Australian education and training system; demonstrate the use of appropriate technical language used in the golf industry; engage in casual conversation with another person whilst playing golf.

**Required Reading** To be advised

**Nominal Hours** 256 Hours

**Assessment** To be advised

**SRG14 INSTRUCTIONAL SKILLS**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Evaluate and apply the procedures for organising and controlling participants involved in an instructional activity; explain and apply the processes involved in demonstrating, observing, analysing and providing feedback; outline and demonstrate instructional techniques that can be used when teaching simple and complex skills; explain and demonstrate the use of audio-visual equipment when demonstrating, observing, analysing and providing feedback in an instructional activity.

**Required Reading** To be advised

**Nominal Hours** 32 Hours

**Assessment** To be advised
<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>SRG15</td>
<td>PHYSICAL DEVELOPMENT AND PERFORMANCE FACTORS</td>
<td></td>
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<td>Outline the ways in which physical, psychological and mental changes at different stages of maturation impact on performance in physical activities.</td>
<td>To be advised</td>
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<tr>
<td>SRG16</td>
<td>PROFESSIONAL GOLF MANAGEMENT 2</td>
<td></td>
<td>SRG05 Professional Golf Management 1</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>
<td>To be advised</td>
<td>64</td>
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<tr>
<td>SRG17</td>
<td>SPORTS TRAINER</td>
<td></td>
<td>SRG06 First Aid</td>
<td>Undertake and satisfactorily complete the Sports Medicine Australia Level One Sports Trainers Course or equivalent.</td>
<td>To be advised</td>
<td>32</td>
<td>To be advised</td>
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<tr>
<td>SRG18</td>
<td>FOUNDATIONS OF SPORT SCIENCE</td>
<td></td>
<td>SRG04 Anatomy</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>
<td>To be advised</td>
<td>48</td>
<td>To be advised</td>
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<tr>
<td>SRG19</td>
<td>BIOMECHANICS</td>
<td></td>
<td>SRG07 Movement efficiency</td>
<td>Outline, analyse and implement ways of improving sporting performance by applying biomechanical principles.</td>
<td>To be advised</td>
<td>16</td>
<td>To be advised</td>
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<tr>
<td>SRG20</td>
<td>TRAINING PRINCIPLES 2</td>
<td></td>
<td></td>
<td>Analyse how a coach can apply principles of training in designing an individualised training schedule.</td>
<td>To be advised</td>
<td>16</td>
<td>To be advised</td>
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<tr>
<td>SRG21</td>
<td>TECHNOLOGY IN TRAINING</td>
<td></td>
<td></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>
<td>To be advised</td>
<td>16</td>
<td>To be advised</td>
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<td>SRG22</td>
<td>SPORTS PSYCHOLOGY 2</td>
<td></td>
<td>SRG10 Sports Psychology 1</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>
<td>To be advised</td>
<td>16</td>
<td>To be advised</td>
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<tr>
<td>SRG23</td>
<td>SPORTS COACHING 2</td>
<td></td>
<td>SRG11 Sports Coaching 1</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 on an annual training program for a team; Develop a progressive game skill training program for a specific team sport; Outline the different aspects of team organisation that may be part of the role of the team coach.</td>
<td>To be advised</td>
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<td>Course Code</td>
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<td>SRG24</td>
<td>GOLF PRACTICUM 2</td>
<td>To be advised</td>
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<td>Teach or develop pre-match/game/competition analysis and preparation; Teach or develop in-match/game/competition analysis and decision making; Teach or develop post-match/game/competition analysis and follow-up; Appraise golf equipment; Identify preferred equipment designs and fitting methods to enhance the skills of golf; Identify acceptable methods of equipment repair and alteration; Assess suitability of equipment recommendation to player; Review and adapt the recommended equipment to the player.</td>
<td>To be advised</td>
<td>96 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SROOPS001A</td>
<td>IMPLEMENT MINIMAL ENVIRONMENTAL IMPACT PRACTICES</td>
<td>To be advised</td>
<td></td>
<td>Determine the environmental impacts of outdoor recreation activities; Adopt minimal impact practices.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SROORE001A</td>
<td>PREPARE TO PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS</td>
<td>To be advised</td>
<td></td>
<td>Make logistical arrangements; Select suitable outdoor equipment; Identify and plan for food requirements; Identify and plan for water needs and usage; Identify and plan clothing requirements.</td>
<td>To be advised</td>
<td>6 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SROORE002A</td>
<td>PARTICIPATE IN A SUPERVISED OUTDOOR ACTIVITY REQUIRING BASIC SKILLS</td>
<td>To be advised</td>
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<td>Use outdoor equipment correctly; Maintain physiological well-being; Participate in an outdoor activity.</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOA001A</td>
<td>OPERATE IN ACCORD WITH ACCEPTED COACHING PRACTICES, STYLES AND LEGAL AND ETHICAL RESPONSIBILITIES</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOA002A</td>
<td>PLAN INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS</td>
<td>To be advised</td>
<td></td>
<td>Establish effective communication; Collect information to plan an individualised training program; Design individualised training programs in consultation with clients; Resource an individualised training program.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOA003A</td>
<td>CONDUCT, MONITOR AND ADJUST AN INDIVIDUALISED PROGRAM OF TRAINING SESSIONS TO IMPROVE SKILLS</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSCOA004A</td>
<td>EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF INDIVIDUALISED TRAINING PROGRAMS TO IMPROVE SKILLS</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>45 Hours</td>
<td>As per accredited curriculum</td>
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<td>SRSCOA005A</td>
<td>INCLUDE SPECIAL INTEREST GROUPS OR PEOPLE WITH SPECIAL NEEDS</td>
<td>To be advised</td>
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<td>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.</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
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<td>MODULE/UNIT DETAILS</td>
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<td><strong>SRSCOA006A IMPLEMENT FUNDAMENTAL PRINCIPLES OF SPORTS PSYCHOLOGY</strong></td>
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<tr>
<td>Content</td>
<td>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.</td>
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<td>Required Reading</td>
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<td>Nominal Hours</td>
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<td>Assessment</td>
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| **SRSCOA007A PROVIDE INFORMATION ABOUT THE FUNDAMENTAL PRINCIPLES OF EATING FOR PEAK PERFORMANCE** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Collect information regarding the basic principles of nutrition for performance; Explain the basic principles of nutrition for performance to clients; Implement strategies for using principles of nutrition for performance. |
| Required Reading | To be advised |
| Nominal Hours | 15 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA009A WORK WITH OFFICIALS** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Identify issues regarding working with officials specific to the activity; Develop strategies to promote effective working relationships with officials; Implement strategies to develop working relationships with officials; Evaluate the strategies and relationships with officials. |
| Required Reading | To be advised |
| Nominal Hours | 10 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA011A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with clients; Develop and implement strategies for dealing with drugs in sport issues. |
| Required Reading | To be advised |
| Nominal Hours | 5 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA012A PROVIDE INFORMATION REGARDING DRUGS IN SPORT ISSUES** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Collect information regarding relevant drugs in sport issues; Discuss relevant drugs in sport issues with clients; Develop and implement strategies for dealing with drugs in sport issues. |
| Required Reading | To be advised |
| Nominal Hours | 10 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA013A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Identify sports psychology approaches appropriate for peak performance of the activity; Discuss the psychological approaches for peak sporting performance to clients; Liaise with sports psychology support personnel to assist clients; Assist clients to implement psychological approaches to enhance peak performance; Evaluate the effect of psychological approaches on the performance of a client. |
| Required Reading | To be advised |
| Nominal Hours | 20 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA014A SUPPORT CLIENTS TO ADOPT THE PRINCIPLES OF SPORTS PSYCHOLOGY** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Identify nutritional requirements for peak performance of the activity; Discuss the nutritional requirements for peak sporting performance to clients; Liaise with nutritional support personnel to assist clients; Assist clients to implement nutritional practices to enhance peak performance; Evaluate the effect of nutritional practices on the performance of a client. |
| Required Reading | To be advised |
| Nominal Hours | 10 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA015A MONITOR COACH WELFARE** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Identify issues regarding coach welfare specific to the activity and situation of the coach; Develop strategies to promote coach welfare; Implement strategies to develop coach welfare; Evaluate strategies. |
| Required Reading | To be advised |
| Nominal Hours | 10 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA016A IMPLEMENT RECOVERY TRAINING PROGRAMS** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Identify recovery methods appropriate to the activity; Explain the principles of recovery, and recovery methods to clients; Implement a recovery program using the principles of recovery, and recovery methods; Evaluate the effect of the recovery program on the performance of the client. |
| Required Reading | To be advised |
| Nominal Hours | 25 Hours |
| Assessment | As per accredited curriculum |

| **SRSCOA017A IMPLEMENT WATER-BASED TRAINING PROGRAMS** |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Identify water-based training principles appropriate for peak performance of the activity; Develop water-based training programs appropriate to the client and activity; Implement water-based training programs; Evaluate the effect of water-based training programs on the performance of a client. |
| Required Reading | To be advised |
| Nominal Hours | 10 Hours |
| Assessment | As per accredited curriculum |

<p>| <strong>SRSCP001A PREPARE FOR PUBLIC SPEAKING</strong> |
| Campus | To be advised |
| Prerequisite(s) | To be advised |
| Content | Prepare for public speaking; Present a talk to a public forum. |
| Required Reading | To be advised |
| Nominal Hours | 10 Hours |
| Assessment | As per accredited curriculum |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Campus</th>
<th>Prerequisite(s)</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Type of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRSCOP002A</td>
<td>PLAN FOR AND PARTICIPATE IN A MEDIA INTERVIEW</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information to plan a media interview; Undertake a media interview</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP003A</td>
<td>DEMONSTRATE PERSONAL IMAGE AND PRESENTATION SKILLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information on personal image and presentation techniques; Demonstrate personal image and presentation skills.</td>
<td>To be advised</td>
<td>5</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP004A</td>
<td>DEVELOP NEGOTIATION SKILLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information to develop a plan on how to negotiate to achieve an agreed outcome; Participate in a negotiation to an agreed outcome.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP005A</td>
<td>DEMONSTRATE BASIC ASSERTIVE COMMUNICATION SKILLS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information to develop an interpersonal communication action plan; Demonstrate effective use of the key skills required for assertive communication.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP006A</td>
<td>COMPLETE A TAX RETURN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information on income taxation liabilities in order to complete a tax return; Complete a tax return.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP007A</td>
<td>DEVELOP FINANCIAL GOAL SETTING PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information to develop a personal budget; Develop a personal budget; Collect information to complete a bank reconciliation; Complete a bank reconciliation.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP008A</td>
<td>PREPARE A PRE OR POST EVENT MEAL</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information to plan a pre or post event meal; Prepare a pre or post event meal which meets nutritional requirements for a person participating in a sporting activity.</td>
<td>To be advised</td>
<td>15</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP009A</td>
<td>DEVELOP AN INTEGRATED TIME MANAGEMENT PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information for the development of a time management plan; Demonstrate the skills necessary to develop an integrated time management plan.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP010A</td>
<td>DEVELOP A TRAVEL AND ACCOMMODATION PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Determine appropriate travel and accommodation arrangements for a particular event; Make travel and accommodation bookings.</td>
<td>To be advised</td>
<td>5</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP011A</td>
<td>DEVELOP A CAREER GOAL SETTING PLAN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect information to develop a career goal setting plan; Develop a career goal setting plan; Evaluate the plan.</td>
<td>To be advised</td>
<td>5</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>SRSCOP012A</td>
<td>PREPARE TO STUDY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop study skills.</td>
<td></td>
<td>5</td>
<td>As per accredited curriculum</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>Module/Unit Details</td>
<td>Campus</td>
<td>Prerequisite(s)</td>
<td>Content</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
<td>Assessment</td>
<td>Required Reading</td>
<td>Nominal Hours</td>
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<tr>
<td>SRSGOL001A TEACH AND/OR DEVELOP ADVANCED SKILLS FOR GOLF</td>
<td>To be advised</td>
<td></td>
<td>Analyse an advanced skill of golf; Identify preferred teaching methods and coaching/teaching styles to develop the advanced skills of golf; Assess player/s readiness to acquire and perform the advanced skill/s of golf; Conduct drills, activities and/or games to teach or develop the advanced skills of golf; Review and adapt the teaching of an advanced skill in response to feedback.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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</tr>
<tr>
<td>SRSGOL002A APPLY THE ADVANCED TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION</td>
<td>To be advised</td>
<td></td>
<td>Assess player/s readiness to implement advanced tactics and strategies of golf; Pre-match/game/competition analysis and preparation; In-match/game/competition analysis and decision making; Post match/game/competition analysis and follow-up.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>SRSGOL003A UNDERTAKE ADVANCED APPRAISAL AND ALTERATION OF EQUIPMENT IN GOLF</td>
<td>To be advised</td>
<td></td>
<td>Advanced appraisal golf equipment; Identify preferred equipment designs and fitting methods to enhance the advanced skills of golf; Identify acceptable methods of equipment repair and alteration; Assess suitability of equipment recommendation to player; Review and adapt the recommended equipment to the player.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>SRSGOL004A PERFORM THE ADVANCED SKILLS, TACTICS AND STRATEGIES OF PROFESSIONAL GOLF IN A COMPETITIVE SITUATION</td>
<td>To be advised</td>
<td></td>
<td>Develop advanced skills tactics and strategies of golf; Participate in a pre-match analysis and preparation session; Demonstrate ability to implement agreed strategies and game plans, and make decisions during the game; Participate in a post match analysis and follow-up.</td>
<td>To be advised</td>
<td>120 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>SRSGOL005A MANAGE THE FORMAT AND RESULTS OF GOLF COMPETITION AND TOURNAMENTS</td>
<td>To be advised</td>
<td></td>
<td>Establish criteria for participation in a specified competition; Plan and implement the format for a specified competition; Record and process the results of a specified competition.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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</tr>
<tr>
<td>SRSGOL006A DEVELOP AND MANAGE JUNIOR DEVELOPMENT PROGRAMS IN GOLF</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSGOL007A MANAGE ON COURSE GOLF SHOP OPERATIONS</td>
<td>To be advised</td>
<td></td>
<td></td>
<td></td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>SRSNET001A INTERPRET AND APPLY THE FUNDAMENTAL RULES OF NETBALL AT THE BEGINNER LEVEL</td>
<td>To be advised</td>
<td></td>
<td>Assess conditions for a game; Observe a game and identify information on which to base fundamental decisions; Interpret and apply rules and regulations in accord with the spirit of the game; Communicate decisions and manage the outcomes of decision making while umpiring the game.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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</tr>
<tr>
<td>SRSNET002A USE BASIC COMMUNICATION STRATEGIES TO UMPIRE NETBALL AT THE BEGINNER LEVEL</td>
<td>To be advised</td>
<td></td>
<td>Use basic oral communication skills; Provide oral reports; Use fundamental indications; Use fundamental auditory devices; Make effective use of body language; Receive feedback.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SRSNET001A DEMONSTRATE FUNDAMENTAL POSITIONING SKILLS RELEVANT TO UMPIRE NETBALL AT THE BEGINNER LEVEL

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Adopt appropriate position/s to start or recommence play; Adopt appropriate position/s for general plays; Move appropriately to maintain optimal position to view play throughout the game.  
Required Reading: To be advised  
Nominal Hours: 10 Hours  
Assessment: As per accredited curriculum

SRSNET004A TEACH AND DEVELOP THE FUNDAMENTAL SKILLS OF NETBALL

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Analyse a fundamental skill of netball; Identify a teaching method to develop the fundamental skills of netball; Conduct drills, activities and/or games to teach or develop the fundamental skills of netball; Review and adapt the teaching of a fundamental skill of netball in response to feedback.  
Required Reading: To be advised  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

SRSOFF001A OPERATE IN ACCORD WITH ACCEPTED OFFICIATING PRACTICES, STYLES, LEGAL AND ETHICAL RESPONSIBILITIES TO MANAGE RISK

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Access ongoing official education; Operate in accord with the legal and ethical responsibilities of an official; Operate in accord with the reporting procedures and tribunal processes; Work with officials and support personnel; Identify common officiating styles; Develop a philosophy of officiating.  
Required Reading: To be advised  
Nominal Hours: 25 Hours  
Assessment: As per accredited curriculum

SRSOFF002A APPLY RULES AND REGULATIONS TO CONDUCT GAMES AND COMPETITIONS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Assess conditions; Observe the conduct of an activity; Identify information on which to base decisions; Interpret and apply rules and regulations; Communicate decisions and manage outcomes of decision-making.  
Required Reading: To be advised  
Nominal Hours: 15 Hours  
Assessment: As per accredited curriculum

SRSOFF003A RESOLVE CONFLICT RELATED TO OFFICIATING

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Describe conflict resolution in an activity context; Implement conflict resolution procedures in an activity context.  
Required Reading: To be advised  
Nominal Hours: 15 Hours  
Assessment: As per accredited curriculum

SRSOFF006A DEVELOP A FITNESS PROGRAM FOR OFFICIALS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Develop strategies to deal with conflict in sport events; Develop and implement conflict resolution procedures; Evaluate the effectiveness of conflict resolution procedures.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

SRSOFF007A EVALUATE, ANALYSE AND MODIFY THE CONDUCT AND OUTCOMES OF OFFICIATING TO IMPROVE PERFORMANCE

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Collect information to prepare a fitness program; Identify monitoring and management techniques; Liaise with other officials/advisers of officials.  
Required Reading: To be advised  
Nominal Hours: 15 Hours  
Assessment: As per accredited curriculum

SRSOFF008A MANAGE CONFLICT RELATED TO OFFICIATING

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Identify components of physical fitness; Collect information to prepare a fitness program; Identify monitoring and management techniques; Liaise with other officials/advisers of officials.  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

SRSOFF009A PLAN, IMPLEMENT AND EVALUATE A FITNESS AND RECOVERY PROGRAM FOR OFFICIALS

Campus: To be advised  
Prerequisite(s): To be advised  
Content: Collect information to prepare a fitness program; Identify monitoring and management techniques; Liaise with other officials/advisers of officials.  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum
SRSSAC001A TEACH OR DEVELOP BASIC SKILLS OF STRENGTH CONDITIONING
Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare the athlete for involvement in a strength and conditioning program; Assess the athlete’s readiness for involvement in a strength and conditioning program; Design a strength and conditioning program; Monitor and adjust a strength and conditioning program; Evaluate the athlete’s performance and modify the program.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

SRSSAC002A TEACH OR DEVELOP INTERMEDIATE SKILLS OF STRENGTH AND CONDITIONING
Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare the athlete for involvement in a strength and conditioning program; Assess the athlete’s readiness for involvement in a strength and conditioning program; Design a strength and conditioning program; Implement a strength and conditioning program; Monitor and adjust a strength and conditioning program; Evaluate the athlete’s performance and modify the program.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

SRSSAD003A IMPLEMENT A TALENT IDENTIFICATION PROGRAM
Campus: To be advised
Prerequisite(s): To be advised
Content: Determine physical, physiological and tactical requirements; Implement testing and evaluation of athletes to determine suitability; Devise and implement talent development programs to introduce identified athletes; Counsel athletes regarding their inclusion or non-inclusion in talent identification programs; Evaluate the effectiveness of the talent identification and talent development programs.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

SRXADM001A HANDLE MAIL TO FACILITATE COMMUNICATION
Campus: South Melbourne
Prerequisite(s): Nil
Content: Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing.
Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

SRXADM002A HANDLE INFORMATION TO MAINTAIN ACCESS TO AND SECURITY OF RECORDS
Campus: South Melbourne
Prerequisite(s): Nil
Content: File documents; Identify and retrieve documents.
Required Reading: To be advised
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

SRXADM003A APPLY KNOWLEDGE OF THE ORGANISATION TO COMPLETE ROUTINE ADMINISTRATION TASKS
Campus: South Melbourne
Prerequisite(s): Nil
Content: Identify key functions and personnel/departments; Apply office procedures.
Required Reading: To be advised
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

SRXADM004A OPERATE A RANGE OF OFFICE EQUIPMENT TO COMPLETE ROUTINE TASKS
Campus: South Melbourne
Prerequisite(s): Nil
Content: Select and locate equipment to be used for task(s); Operate equipment.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRXADM005A HANDLE MAIL TO FACILITATE THE INFORMATION FLOW OF THE ORGANISATION
Campus: South Melbourne
Prerequisite(s): SRXADM001A Handle mail to facilitate communication
Content: Receive and distribute incoming mail; Receive and dispatch outgoing mail; Collate and dispatch documents for bulk mailing; Organise courier for emergency – same day deliveries.
Required Reading: To be advised
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum
SRXADM006A PROCESS AND ANALYSE INFORMATION TO PROVIDE ACCESS TO AND SECURITY OF RECORDS

Campus: South Melbourne
Prerequisite(s): SRXADM002A Handle information to maintain access to and security of records
Content: Process and analyse information requests; File documents; Identify and retrieve documents; Update and modify existing organisational records; Remove inactive and dead files.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRXADM007A SELECT, OPERATE AND MAINTAIN A RANGE OF OFFICE EQUIPMENT TO COMPLETE A RANGE OF TASKS

Campus: South Melbourne
Prerequisite(s): SRXADM004A Operate a range of office equipment to complete routine tasks; SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills
Content: Select equipment to be used for task(s); Operate equipment; Identify and/or rectify minor faults.
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

SRXADM008A ORGANISE THE COPYING AND COLLATING OF DOCUMENTS

Campus: South Melbourne
Prerequisite(s): SRXADM004A Operate a range of office equipment to complete routine tasks
Content: Select appropriate media; Copy and collate documents; Distribute documents.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRXADM009A MAINTAIN INFORMATION RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Campus: South Melbourne
Prerequisite(s): SRXADM006A Process and analyse information to provide access to and security of records
Content: Assemble new files; Identify and process inactive and dead files; Record documentation movements.
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

SRXADM010A USE THE ADVANCED FUNCTIONS OF A RANGE OF OFFICE EQUIPMENT TO COMPLETE DAILY TASKS

Campus: South Melbourne
Prerequisite(s): SRXADM007A Select, operate and maintain a range of office equipment to complete a range of tasks; SRXTEC002A Operate a computer and printer to produce and print simple documents
Content: Operate equipment; Complete tasks; Ensure equipment is maintained.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRXADM011A PREPARE MEETING DETAILS

Campus: South Melbourne
Prerequisite(s): SRXCOM003A Collect and provide information to facilitate communication flow
Content: Make meeting arrangements; Prepare documentation prior to meeting; Record and produce minutes of meeting.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRXADM012A SUPERVISE AN ESTABLISHED RECORDS SYSTEM TO ENSURE ITS INTEGRITY

Campus: South Melbourne
Prerequisite(s): SRXADM009A Maintain information records system to ensure its integrity
Content: Maintain existing filing arrangements; Ensure distribution of files and records; Maintain security of filing system; Train staff in records management.
Required Reading: To be advised
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

SRXADM013A PLAN BUSINESS TRIP AND ASSOCIATED ITINERARY TO ENSURE EFFICIENT TRAVEL

Campus: South Melbourne
Prerequisite(s): Nil
Content: Organise business itinerary; Identify credit facilities.
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRXADM014A MANAGE AND CO-ORDINATE PROJECTS

Campus: South Melbourne
Prerequisite(s): SRXORG006A Conduct projects
Content: Plan project; Administer and monitor project; Evaluate project.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

SRXADM015A ESTABLISH AND MAINTAIN A RECORDS SYSTEM TO ENSURE INTEGRITY OF SYSTEM

Campus: South Melbourne
Prerequisite(s): SRXADM012A Supervise an established records system to ensure its integrity
Content: Determine the needs of the organisation; Select appropriate system; Implement new/improved system; Identify and organise staff training in accessing and using records system.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

SRXADM016A ESTABLISH AND MAINTAIN LIBRARY/RESOURCE COLLECTION

Campus: South Melbourne
Prerequisite(s): Nil
Content: Update incoming publications; Circulate publications; Store publications.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

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SRXADM017A PLAN AND ESTABLISH ADMINISTRATION SYSTEMS AND PROCEDURES
Campus South Melbourne
Prerequisite(s) Nil
Content Plan, implement and monitor office administration system.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

SRXADM018A REVIEW OFFICE ADMINISTRATION PROCEDURES AND PROCESSES TO MEET CHANGING DEMANDS
Campus South Melbourne
Prerequisite(s) Nil
Content Determine capacity of administrative structure to meet organisational goals; Enable administrative change; Implement change.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXADM019A MANAGE THE MEETING PROCESS
Campus South Melbourne
Prerequisite(s) SRXORG005A Participate in the meeting process
Content Enforce meeting protocol; Take action on decisions reached; Supervise the election of office bearers.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXCAI001A ASSIST IN PREPARING SPORT AND RECREATION SESSIONS FOR CLIENTS
Campus South Melbourne
Prerequisite(s) SRXORG001A Organise work
Content Collect information to plan a session; Contribute suggestions towards planning for a session; Assist in making arrangements for a session.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXCAI002A ASSIST IN CONDUCTING SPORT AND RECREATION SESSIONS FOR CLIENTS
Campus South Melbourne
Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies
Content Assist in preparing clients; Help clients gain skills, techniques and knowledge; Assist in supervising clients; Assist in preparing clients to end the session; Assist in evaluating the session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI003A PROVIDE EQUIPMENT FOR ACTIVITIES
Campus South Melbourne
Prerequisite(s) Nil
Content Issue equipment to the client; Set up equipment; Take down equipment; Check in equipment; Store equipment.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCAI004A PLAN A SPORT AND RECREATION SESSION FOR CLIENTS
Campus South Melbourne
Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation; SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace; SRXCAI001A Assist in preparing sport and recreation sessions for clients; SRXCAI003A Provide equipment for activities
Content Collect information to plan a session; Produce a session plan; Resource a session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI005A CONDUCT A SPORT AND RECREATION SESSION FOR CLIENTS
Campus South Melbourne
Prerequisite(s) PUXEME001A Provide emergency care; SRXEME002A Participate in the control of minor emergencies; SRXCAI002A Assist in conducting sport and recreation sessions for clients
Content Maintain client's physical welfare; Maintain a positive social environment; Establish effective communication; Ensure client safety; Prepare clients to end the session; Evaluate the session.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXCAI006A ORGANISE A SPORT AND RECREATION PROGRAM
Campus To be advised
Prerequisite(s) To be advised
Content Collect information to plan activities; Produce a plan for a program of sessions; Coordinate and allocate program resources.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCAI007A CONDUCT A SPORT AND RECREATION PROGRAM
Campus To be advised
Prerequisite(s) To be advised
Content Coordinate resources; Conduct a program and monitor client's condition and performance; Adjust the program to meet new needs and circumstances; Conclude a program; Evaluate the effectiveness of a program of activities.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
SRXCAI008A PLAN AND PREPARE AN INDIVIDUALISED LONG-TERM TRAINING PROGRAM

Campus To be advised
Prerequisite(s) To be advised
Content Plan a long-term program; Common reasons for participation and discontinuation in activity are applied to planning the long-term program; Plan for competitive/performance situations within the long-term program; Plan rehabilitation programs; Assist clients to cope with retirement from activity; Liaise with other coaches/instructors of clients; Selection procedures are identified.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI009A CONDUCT, MONITOR AND ADJUST INDIVIDUALISED LONG-TERM TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the client for involvement in a long-term training program; Implement a long-term program; Monitor client during training sessions and competitions; Manage competitive/performance situations during the long-term program; Provide feedback to clients; Implement selection procedures; Implement and monitor rehabilitation programs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI010A EVALUATE, ANALYSE AND MODIFY LONG-TERM AND/OR HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Establish benchmarks prior to or early in the program; Undertake formative/ongoing evaluation; Obtain and evaluate information from other sources regarding client progress; Define clients’ progress towards improved and/or high performance levels; Evaluate the program; Evaluate rehabilitation programs; Evaluate selection procedures; Identify personal development objectives through self-evaluation; Discuss outcomes of evaluation with clients and support personnel; Make program modifications.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI011A PLAN AND PREPARE FOR CLIENTS TO MEET THE DEMANDS OF HIGH LEVEL PARTICIPATION

Campus To be advised
Prerequisite(s) To be advised
Content Identify and evaluate the current demands of high level participation in the activity; Directly assess clients’ ability to meet the demands of high level participation; Assess clients’ ability to meet the demands of high level participation using other experts; Provide reports on assessments of clients’ ability to meet demands of high level participation; Identify performance objectives to meet the demands of participation; Prioritise performance objectives to meet the demands of participation; Promote and encourage commitment to enable clients to achieve performance objectives; Plan a participation program for clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCAI012A CONDUCT, MONITOR AND ADJUST HIGH PERFORMANCE INDIVIDUALISED TRAINING PROGRAMS

Campus To be advised
Prerequisite(s) To be advised
Content Prepare the athlete for involvement in a long term training program; Implement a long term program; Monitor athlete during training sessions and competitions; Manage competitive/performance situations during the long term program; Provide feedback to athletes; Implement selection procedures; Implement and monitor rehabilitation programs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXCLS002A DELIVER SERVICE TO CLIENTS

Campus South Melbourne
Prerequisite(s) Nil
Content Deliver service to clients; Respond to client complaints; Identify clients special requirements.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCLS003A CO-ORDINATE INTERACTION WITH CLIENTS

Campus South Melbourne
Prerequisite(s) SRXCLS002A Deliver service to clients
Content Clarify specific needs of client; Provide information, advice and follow-up to clients; Implement client service standards; Implement organisation policy regarding client complaints; Lead client service team; Communicate with management.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum
SRXCLS004A PROVIDE ADVICE IN ORDER TO MEET CURRENT AND ANTICIPATED CLIENT REQUIREMENTS

Campus South Melbourne
Prerequisite(s) SRXCLS003A Coordinate interaction with clients
Content Identify current client requirements; Provide information on current service provision and resource allocation within area of responsibility; Identify trends in client requirements.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM001A COMMUNICATE IN THE WORKPLACE

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and relay oral and written messages; Answer telephone calls; Read and interpret documents; Use numbers in the workplace.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCOM002A RECEIVE AND PASS ON INFORMATION TO FACILITATE EFFECTIVE ROUTINE COMMUNICATION

Campus South Melbourne
Prerequisite(s) Nil
Content Receive and relay messages; Respond to incoming telephone calls; Make telephone calls; Draft simple correspondence.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXCOM003A COLLECT AND PROVIDE INFORMATION TO FACILITATE COMMUNICATION FLOW

Campus South Melbourne
Prerequisite(s) SRXCOM002A Receive and pass on information to facilitate effective routine communication
Content Respond to telephone, oral and written requests for information; Draft routine correspondence in response to a need or request.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM004A SOURCE AND PRESENT INFORMATION IN RESPONSE TO REQUESTS

Campus South Melbourne
Prerequisite(s) SRXCOM003A Collect and provide information to facilitate communication flow
Content Receive an process a request for information; Identify information source(s); Extract information; Prepare to provide information; Compose and deliver verbal response; Compose written response.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXCOM005A RESEARCH, PREPARE AND PRESENT INFORMATION

Campus South Melbourne
Prerequisite(s) SRXCOM004A Source and present information in response to requests
Content Determine document requirements; Conduct research; Prepare reports; Compose and deliver verbal presentation; Follow up document.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXEME001A REACT SAFELY IN AN EMERGENCY AND HELP PREVENT EMERGENCIES

Campus South Melbourne
Prerequisite(s) Nil
Content Prepare for emergency situations; Report emergencies; React safely to emergency signals and instructions; Evacuate from the endangered area; Correct or report problems that may lead to emergencies; Check, correct or report problems that may prevent emergencies from being safely handled.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXEME002A PARTICIPATE IN THE CONTROL OF MINOR EMERGENCIES

Campus South Melbourne
Prerequisite(s) SRXEME001A React safely in an emergency and help prevent emergencies
Content Evaluate the emergency; Safely confine emergencies; Use initial response emergency equipment; Report the use of initial response emergency equipment.
Required Reading To be advised
Nominal Hours 5-10 Hours
Assessment As per accredited curriculum

SRXEME003A RESPOND TO EMERGENCY SITUATIONS

Campus South Melbourne
Prerequisite(s) SRXEME002A Participate in the control of minor emergencies
Content Evaluate the emergency; Develop a plan of action; Control the emergency; Debrief the emergency.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXEME004A COORDINATE EMERGENCY RESPONSE

Campus To be advised
Prerequisite(s) To be advised
Content Coordinate response to emergency reports or signals; Anticipate the behaviour and characteristics of typical emergencies; Coordinate and apply operating instructions; Coordinate the rescue procedure; Coordinate, initiate and control evacuation; Coordinate operational procedures.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
SRXFAC001A MAINTAIN EQUIPMENT FOR ACTIVITIES

Campus: To be advised
Prerequisite(s): To be advised
Content:
- Perform routine equipment maintenance; Carry out equipment repairs; Store equipment to maintain a serviceable condition; Complete documentation.

Required Reading: To be advised
Nominal Hours: 5 Hours
Assessment: As per accredited curriculum

SRXGRP002A PROVIDE LEADERSHIP TO GROUPS

Campus: To be advised
Prerequisite(s): To be advised
Content:
- Demonstrate appropriate standards of performance; Influence individuals and groups; Make decisions; Facilitate group decision making; Demonstrate appropriate leadership styles.

Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

SRXFAC005A COORDINATE FACILITY AND EQUIPMENT ACQUISITION AND MAINTENANCE

Campus: To be advised
Prerequisite(s): To be advised
Content:
- Establish maintenance systems; Research and plan for facility and equipment maintenance; Develop maintenance plan; Implement and monitor maintenance plan; Monitor on-site maintenance contacts and contractors; Supervise the storage of equipment; Contribute to the selection of equipment and facilities.

Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRXHM001A MANAGE VOLUNTEERS

Campus: To be advised
Prerequisite(s): To be advised
Content:
- Research and document needs for volunteer involvement; Undertake volunteer recruitment; Maximise volunteer retention; Ensure a positive experience for volunteers.

Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

SRXGRP001A FACILITATE A GROUP

Campus: South Melbourne
Prerequisite(s): SRXTEM004A Deal with conflict
Content:
- Plan the establishment of a group; Monitor group formation; Develop group commitment and co-operation; Facilitate group processes; Manage and facilitate group performance.

Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

SRXIND001A DEVELOP KNOWLEDGE OF THE SPORT AND RECREATION INDUSTRY

Campus: South Melbourne
Prerequisite(s): Nil
Content:
- Research basic information about the recreation industry in Australia; Apply industry information; Update sport and recreation industry knowledge.

Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRXGRP002A PROVIDE LEADERSHIP TO GROUPS

Campus: South Melbourne
Prerequisite(s): SRXIND001A Develop knowledge of the sport and recreation industry
Content:
- Set career plan and objectives; Undertake suitable education and training; Undertake suitable employment activities; Review and monitor career development.

Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

SRXIND003A APPLY SPORT AND RECREATION LAW

Campus: South Melbourne
Prerequisite(s): SRXOHS001A Follow defined Occupational Health and Safety policy and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
Content:
- Identify laws applicable to the sport and recreation industry; Ensure compliance with legal requirements.

Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum
SRXIND004A ESTABLISH AND MAINTAIN AN EFFECTIVE INDUSTRY NETWORK

Campus South Melbourne
Prerequisite(s) SRXIND001A Develop knowledge of the sport and recreation industry
Content Identify and maintain industry affiliations; Participate in industry events or activities; Maintain records of industry activities; Review appropriateness of industry networks.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXIND005A PROMOTE COMPLIANCE WITH LAWS AND LEGAL PRINCIPLES

Campus South Melbourne
Prerequisite(s) Nil
Content Analyse the laws and legal principles which relate to the organisation; Analyse the implications of contracts on individuals and the organisation; Develop workplace systems to ensure compliance with legal requirements; Evaluate the effectiveness of workplace systems; Update legal knowledge.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXMKT001A PLAN AND IMPLEMENT SERVICES TO MEET CLIENT NEEDS

Campus To be advised
Prerequisite(s) To be advised
Content Research client profile; Specify parameters of activity; Determine type and availability of resource requirements; Develop a promotional strategy; Schedule application of resources.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXMKT003A PROMOTE ORGANISATION'S ACTIVITIES

Campus To be advised
Prerequisite(s) To be advised
Content Design and place advertisements; Obtain media coverage; Develop and maintain an industry network; Undertake educational activities; Create positive image through public relations; Evaluate promotion.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXMKT004A ANALYSE AND RESPOND TO CHANGING MARKETS

Campus To be advised
Prerequisite(s) To be advised
Content Review external operating environment; Identify and evaluate competitors; Assess internal strengths; Forecast trends and developments; Recommend and implement improvements; Respond to change; Communicate internally and externally.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

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 Follow workplace procedures for hazard identification and risk control; Contribute to participative arrangements for the management of OH&S.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

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 OH&S and the organisation's OH&S policies, procedures and programs; Implement and monitor participative arrangements for the management of OH&S; Implement and monitor the organisation's procedures for identifying hazards and assessing risks; Implement the organisation's procedures for dealing with hazardous events and equipment; Implement and monitor the organisation's procedures for providing OH&S training; Implement and monitor the organisation's procedures for maintaining OH&S records.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

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 OH&S system in the area of responsibility; Establish and maintain participative arrangements for the management of OH&S; Establish and maintain procedures for identifying hazards, assessing risk, controlling risks; Establish and maintain organisational procedures for dealing with hazardous events; Establish and maintain OH&S training program; Establish and maintain a system for OH&S records; Evaluate the organisation's OH&S system and related policies, procedures and programs.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum
SRXORG001A ORGANISE WORK
Campus South Melbourne
Prerequisite(s) Nil
Content Plan and organise a personal daily work routine; Maintain personal presentation; Organise work area; Clean work area.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG002A WORK EFFECTIVELY IN A SPORT AND RECREATION ORGANISATION
Campus South Melbourne
Prerequisite(s) Nil
Content Manage own work; Maintain and develop own expertise; Maintain work effectiveness; Promote cooperation; Contribute to improving workplace and quality of outcomes; Represent the organisation; Implement environmental procedures.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG003A CO-ORDINATE WORK AND WORK PRIORITIES IN A SPORT AND RECREATION ORGANISATION
Campus South Melbourne
Prerequisite(s) SRXORG002A Work effectively in a sport and recreation organisation
Content Set and coordinate work priorities to achieve team goals; Make and record appointments and bookings for self and others; Implement personal work space policies; Develop and maintain professional competence.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXORG004A PLAN, ALLOCATE AND EVALUATE WORK CARRIED OUT BY TEAMS, INDIVIDUALS AND SELF
Campus South Melbourne
Prerequisite(s) SRXORG003A Coordinate work and work priorities in a sport and recreation organisation
Content Set and update work objectives for teams and individuals; Plan work activities and determine work methods to achieve objectives; Allocate work and evaluate teams, individuals and self against objectives; Provide feedback to teams and individuals on their performance.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXORG005A PARTICIPATE IN THE MEETING PROCESS
Campus South Melbourne
Prerequisite(s) Nil
Content Prepare for the meeting; Provide input to the meeting.
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

SRXORG006A CONDUCT PROJECTS
Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Plan and prepare for project; Implement and administer project; Coordinate project administration.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXORG007A DEVELOP TEAMS AND INDIVIDUALS TO ENHANCE PERFORMANCE
Campus South Melbourne
Prerequisite(s) SRXTEM005A Lead, manage and develop work teams
Content Develop and improve teams through planning and activities; Identify, review and improve development activities for individuals.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXPLA001A DEVELOP A STRATEGIC PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Prepare and research needs; Analyse available information; Identify required strategies; Document strategic plan; Review strategic plan against identified desired outcomes.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

SRXPLA002A PREPARE AN OPERATIONAL PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Research and document range of services; Establish performance targets; Identify human, physical and financial resource requirements; Prepare financial forecasts; Plan implementation; Document the operational plan; Review operational plan against identified desired outcomes.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

SRXPLA003A DEVELOP AND IMPLEMENT POLICY AND PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Establish the need for a policy or procedure; Facilitate the development of policy/procedures; Prepare draft document of policy/procedures; Implement policy/procedures; Review policy/procedures against identified desired outcomes.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXPLA004A EVALUATE ORGANISATION’S ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Develop criteria for evaluation; Collect information on performance; Analyse performance; Monitor conduct of activities; Provide recommendations for further activities.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
SRXRES001A EDUCATE THE PUBLIC ON THE SAFE USE OF A SPORT AND RECREATIONAL RESOURCE

Campus To be advised
Prerequisite(s) To be advised
Content Contribute to the development of educational and information strategies; Plan and organise public presentations; Conduct public presentation with appropriate media; Evaluate presentation; Maintain records of public education programs.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXRES002A IMPROVE CLIENT AWARENESS AND IMPLEMENTATION OF ENVIRONMENTAL MANAGEMENT PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Identify level of staff awareness and implementation of environmental management practices; Develop and rank methods to improve staff awareness and implementation of environmental management practices; Implement appropriate methods to improve staff awareness; Monitor and review the levels of community awareness; Inform external clients of environmental management practices.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXRES005A ACHIEVE AN EFFICIENT USE OF RESOURCES

Campus To be advised
Prerequisite(s) To be advised
Content Determine resource capacity and options for use; Assess resource availability and current utilisation; Plan efficient use of resources; Implement strategies and control resource usage; Monitor and review efficiency of resource usage.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXRIS001A UNDERTAKE RISK ANALYSIS OF ACTIVITIES

Campus South Melbourne
Prerequisite(s) Nil
Content Establish the context; Identify risks; Conduct risk analysis; Undertake risk assessment; Treat risks; Monitor and review the risk management plan.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEC001A OPERATE A COMPUTER TO GAIN ACCESS TO AND RETRIEVE DATA USING KEYBOARD SKILLS

Campus South Melbourne
Prerequisite(s) Nil
Content Open file; Retrieve data; Print data; Close file; Shutdown equipment.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

SRXTEC002A OPERATE A COMPUTER AND PRINTER TO PRODUCE SIMPLE DOCUMENTS

Campus South Melbourne
Prerequisite(s) SRXTEC001A Operate a computer to gain access to and retrieve data using keyboard skills
Content Create file; Produce document from written text using standard format; Edit information; Set printer for document requirements; Print document; Maintain printer; Save, exit and shutdown.
Required Reading To be advised
Nominal Hours 10-20 Hours
Assessment As per accredited curriculum

SRXTEC003A DESIGN, DEVELOP AND PRODUCE DOCUMENTS, REPORTS AND WORKSHEETS USING ADVANCED FUNCTIONS

Campus South Melbourne
Prerequisite(s) SRXTEC002A Operate a computer and printer to produce and print simple documents
Content Identify document requirements; Establish document design and structure; Develop template or macros for document design; Produce documents; Save file and exit system.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SRXTEC004A ASSIST WITH THE ANALYSIS AND USE OF EMERGING TECHNOLOGY

Campus South Melbourne
Prerequisite(s) SRXTEC003A Design, develop and produce documents, reports and worksheets using advanced functions
Content Liaise with vendors, training providers and industry to determine technology to assist the organisation; Prepare and present reports as required by management; Apply new and advanced functions of upgraded technology to solve organisational problems.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEC005A ASSIST IN THE MAINTENANCE OF A COMPUTER SYSTEM

Campus South Melbourne
Prerequisite(s) Nil
Content Install hardware and software; Carry out preventative maintenance of computer equipment.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

SRXTEC006A CUSTOMISE AND MAINTAIN SOFTWARE

Campus South Melbourne
Prerequisite(s) Nil
Content Maintain effective performance of hardware and software; Customise software to maximise performance in producing complex documents; Maintain customised software.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
SRXTEC007A MANAGE THE ESTABLISHMENT AND MAINTENANCE OF A WORK GROUP NETWORK

Campus South Melbourne
Prerequisite(s) SRXTEC005A Assist in the maintenance of a computer system; SRXTEC006A Customise and maintain software
Content Manage the establishment and maintenance of a work group network; Assist and train network users.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

SRXTEM001A WORK IN TEAMS

Campus South Melbourne
Prerequisite(s) Nil
Content Follow routine instructions; Work with colleagues in a team.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM002A SUPPORT THE WORK OF A TEAM

Campus South Melbourne
Prerequisite(s) Nil
Content Contribute to team activities; Share knowledge and information; Contribute to the development of good practice of the team; Give and receive support to/from team members.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM003A WORK AUTONOMOUSLY

Campus South Melbourne
Prerequisite(s) SRXTEM002A Support the work of a team
Content Undertake work activities; Accept responsibilities; Set performance requirements; Maintain team performance; Act as a team leader as required; Contribute to team meetings; Respond to stress and conflict in the team.
Required Reading To be advised
Nominal Hours 7 Hours
Assessment As per accredited curriculum

SRXTEM004A DEAL WITH CONFLICT

Campus South Melbourne
Prerequisite(s) Nil
Content Identify conflict situations; Implement conflict resolution strategies; Use effective interpersonal skills.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

SRXTEM005A LEAD, MANAGE AND DEVELOP WORK TEAMS

Campus South Melbourne
Prerequisite(s) SRXTEM003A Work autonomously
Content Develop and maintain a team; Communicate objectives and required standards; Manage and improve performance of teams and individuals; Support and participate in development activities; Provide leadership to individuals and teams; Manage difficulties to achieve positive outcomes; Create and maintain conditions for productive work.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

SRXTEM006A CREATE, MAINTAIN AND ENHANCE EFFECTIVE WORKING RELATIONSHIPS

Campus South Melbourne
Prerequisite(s) SRXTEM004A Deal with conflict; SRXTEM005A Lead, manage and develop work teams
Content Establish and maintain the trust and support of one's staff; Establish and maintain the trust and support of one's immediate manager/supervisor; Establish and maintain relationships with colleagues; Identify and manage conflict; Implement disciplinary and grievance procedures; Counsel staff.
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

SUPER WELDING SUPERVISION/ WELDING INSPECTION

Campus To be advised
Prerequisite(s) To be advised
Content Welding supervision; Welding inspection
Required Reading To be advised
Nominal Hours 240 Hours each
Assessment As per accredited curriculum

TDTA997 COMPLETE IMPORT/ EXPORT DOCUMENTATION

Campus Werribee.
Prerequisite(s) Nil
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
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1197 PACKAGE GOODS

Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1297 PICK AND PROCESS ORDERS

Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTA1397 RECEIVE GOODS
Campus Werribee.
Prerequisite(s) Nil
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
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA1597 COMPLETE RECEIVAL/ DESPATCH DOCUMENTATION
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1697 USE INVENTORY SYSTEMS TO ORGANISE STOCK CONTROL
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA1797 PRODUCT KNOWLEDGE APPLIED TO ORGANISE WORK OPERATIONS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1897 ORGANISE DESPATCH OPERATIONS
Campus Werribee
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA1997 ORGANISE RECEIVAL OPERATIONS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTA2097 REPLENISH STOCK
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2197 DESPATCH STOCK
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2297 PARTICIPATE IN STOCKTAKES
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTA2397A COORDINATE STOCKTAKES
Campus Werribee, Industry.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA2497 ORGANISE WAREHOUSE RECORDS OPERATIONS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
TDTA2597B MANAGE TEMPERATURE CONTROLLED STOCK
Campus Werribee, Industry.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTA2698 MONITOR STORAGE FACILITIES
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTA2898A ASSESS AND MONITOR OPTIMUM STOCK LEVELS
Campus Werribee, Industry.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTB297 CHECK AND ASSESS OCCUPATIONAL CAPABILITY OF EQUIPMENT
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB297 TEST EQUIPMENT AND ISOLATE FAULTS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB397 CARRY OUT VEHICLE MAINTENANCE
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB407 CARRY OUT VEHICLE INSPECTION
Campus Werribee.
Prerequisite(s) Car driver's licence and appropriate Learner's Permit (if required).
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTB597 CARRY OUT MAINTENANCE OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB697 CARRY OUT INSPECTION OF VEHICLES DESIGNED TO CARRY SPECIAL LOADS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB797 CARRY OUT MAINTENANCE OF TRAILERS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTB897 CARRY OUT INSPECTION OF TRAILERS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTB998A CHECK CONVEYOR OPERATIONAL STATUS
Campus Werribee.
Prerequisite(s) Nil
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTB1098A PLAN AND IMPLEMENT MAINTENANCE SCHEDULES

Campus: To be advised
Prerequisite(s): To be advised
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTB1998 SET UP AND RIG CRANE FOR LIFT

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDTB1998 PLAN JOB AND SET UP WORK AREA

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTB1998 MAINTAIN MOBILE CRANES

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDTB1998 LOAD AND UNLOAD WHEELED OR TRACKED CRANE

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTB1998 UNDERTAKE SITE INSPECTION

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

TDTB1998 DE-RIG, PACK AND STORE TOOLS AND EQUIPMENT

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

TDTB1998 ASSEMBLE/ DISMANTLE BOOM OR JIB

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

TDC1979 DRIVE VEHICLES

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

TDC2979 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.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDC3979 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.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

TDC4979 DRIVE HEAVY RIGID VEHICLES

Campus: Werribee.
Prerequisite(s): Nil
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

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**TDTC397 DRIVE HEAVY COMBINATION VEHICLES**

Campus: Werribee.  
Prerequisite(s): Nil  
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  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

**TDTC97 DRIVE COACHES/ BUSES**

Campus: Werribee.  
Prerequisite(s): Nil  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

**TDTC97 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.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

**TDTC1097 PILOT OR ESCORT OVERSIZE AND/OR MASS LOADS**

Campus: Werribee.  
Prerequisite(s): Nil  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

**TDTC297 USE MANUAL HANDLING EQUIPMENT**

Campus: Werribee.  
Prerequisite(s): Nil  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

**TDTC397 HANDLE DANGEROUS AND HAZARDOUS GOODS**

Campus: Werribee.  
Prerequisite(s): To be advised  
Required Reading: To be advised  
Nominal Hours: 20 Hours  
Assessment: As per accredited curriculum

**TDTC497 LOAD AND UNLOAD GOODS/CARGO**

Campus: Werribee.  
Prerequisite(s): To be advised  
Required Reading: To be advised  
Nominal Hours: 30 Hours  
Assessment: As per accredited curriculum
TDTD797 PREPARE CARGO FOR TRANSFER WITH SLINGS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1097 OPERATE A FORKLIFT
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1197 CONDUCT ADVANCED FORKLIFT OPERATIONS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1297 OPERATE SPECIALISED LOAD SHIFTING EQUIPMENT
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1397 MOVE MATERIALS MECHANICALLY
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD1497 LOAD AND UNLOAD VEHICLES CARRYING SPECIAL LOADS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1597 IDENTIFY AND CLASSIFY EXPLOSIVES AND DANGEROUS GOODS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD1697 LOAD AND UNLOAD DANGEROUS GOODS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1797 LOAD AND UNLOAD EXPLOSIVES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1897 HANDLE FURNITURE AND EFFECTS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD1997 PACK AND UNPACK CARTONS FOR REMOVAL
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD2097 CARE FOR LIVESTOCK IN TRANSIT
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<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>
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<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>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198A</td>
<td>CONDUCT WEIGHBRIDGE OPERATIONS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198</td>
<td>USE SPECIALISED BULK GAS TRANSFER EQUIPMENT</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198</td>
<td>USE SPECIALISED LIQUID BULK TRANSFER EQUIPMENT (GRAVITY/PRESSURISED)</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198</td>
<td>PREPARE ARTICLES FOR DELIVERY</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>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198A</td>
<td>SUPervise MOBILE CRANE OPERATIONS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198</td>
<td>RIG LOAD</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198</td>
<td>PLAN AND CONDUCT SPECIALISED LIFT</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198</td>
<td>OPERATE A VEHICLE SELF LOADING CRANE</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<td>TDTD2198</td>
<td>OPERATE A MOBILE CRANE ON A DEMOLITION SITE</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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</table>
TDTD3598 OPERATE A BOOM TYPE ELEVATING WORK PLATFORM
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD3698 LIFT AND MOVE LOAD USING MOBILE CRANE UP TO AND INCLUDING 20 TONNE
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTD4098 CONTROL LIFT AND MOVEMENT OF CRANE
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTD4198 UNDERTAKE CASH IN TRANSIT LOADING AND UNLOADING IN AN UNSECURED ENVIRONMENT
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTD297 ESTIMATE/ CALCULATE MASS, AREA AND QUANTIFY DIMENSIONS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

TDTD397 PARTICIPATE IN WORKPLACE COMMUNICATION
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE407 PREPARE WORKPLACE DOCUMENTS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE397 CARRY OUT WAREHOUSE CALCULATIONS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTE697B COLLECT AND PRESENT WORKPLACE DATA AND INFORMATION
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE797 USE VEHICLE COMMUNICATION SYSTEM
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE897 PROCESS WORKPLACE DOCUMENTATION
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE997 USE PILOT AND ESCORT COMMUNICATION
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
TDTE 1097 ESTIMATE FURNITURE REMOVALS JOBS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

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 Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTE 1298 CONSOLIDATE MANIFEST DOCUMENTATION
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE 1397B APPLY WORKPLACE STATISTICS
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

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 Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE 1598 UNDERTAKE RIGGER/DOGGER AND DRIVER COMMUNICATIONS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTE 1698 ESTIMATE/CALCULATE LOAD SHIFTING REQUIREMENTS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF 197 FOLLOW OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF 297 CONDUCT HOUSEKEEPING ACTIVITIES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF 397A IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROCEDURES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF 497 ORGANISE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES IN THE WORKPLACE
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF 697 APPLY EMERGENCY/ACCIDENT PROCEDURES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

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TDTF797 IMPLEMENT EMERGENCY - ACCIDENT PROCEDURES
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTF897 PROVIDE FIRST AID IN THE WORKPLACE
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

TDTF997 CONDUCT CLEANING OPERATIONS IN ENCLOSED SPACES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1097 APPLY FATIGUE MANAGEMENT STRATEGIES
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1197 CARE FOR ENVIRONMENT
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTF1297 APPLY SAFE HANDLING STRATEGIES WHEN HANDLING EXPLOSIVES OR DANGEROUS GOODS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1397 MANAGE BREAKDOWNS AND EMERGENCIES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTF1497 DEVELOP AND MAINTAIN A SAFE WORKPLACE
Campus Werribee. Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTF197 APPLY FATIGUE MANAGEMENT STRATEGIES
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTG197 WORK EFFECTIVELY WITH OTHERS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG297 LEAD WORK TEAM OR GROUP
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTG498 UNDERTAKE WORKPLACE ORIENTATION
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

TDTG698A PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS
Campus Werribee. Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation
TDTH197 INTERPRET ROAD MAPS AND NAVIGATE ROUTES
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH297 PLAN AND NAVIGATE ROUTES
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTH398 PRIORITISE COURIER/DELIVERY OPERATIONS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI197B MANAGE QUALITY CUSTOMER SERVICE
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20-30 Hours
Assessment As per accredited training package documentation

TDTI297 APPLY CUSTOMER SERVICE SKILLS
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI397 PROVIDE CUSTOMER SERVICE IN PASSENGER VEHICLES
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTI497 MANAGE CAMPING PROCEDURES FOR COACHES AND BUSES
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTI598A MARKET SERVICES AND PRODUCTS TO CLIENTS
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTI698 PROVIDE FREIGHT FORWARDING SERVICES TO CUSTOMERS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver's licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTI998 PROVIDE ON BOARD SERVICES TO CUSTOMERS
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTJ197A APPLY QUALITY PROCEDURES
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20-40 Hours
Assessment As per accredited curriculum

TDTJ297 APPLY QUALITY SYSTEMS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 35-40 Hours
Assessment As per accredited curriculum
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<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>TDTJ398A</td>
<td>APPLY GRAIN PROTECTION MEASURES</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTJ498A</td>
<td>IMPLEMENT GRAIN MONITORING MEASURES</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTJ598A</td>
<td>SAMPLE, INSPECT AND TEST PRODUCTS TO SPECIFICATIONS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTJ698A</td>
<td>IMPLEMENT GRAIN PROTECTION PROCEDURES</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTJ798A</td>
<td>CONDUCT INTERNAL QUALITY AUDITS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTK297</td>
<td>USE INFOTECHNOLOGY DEVICES IN THE WORKPLACE</td>
<td>Werribee</td>
<td>Nil</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>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTK397</td>
<td>APPLY KEYBOARD SKILLS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTK698A</td>
<td>EVALUATE SOFTWARE REQUIREMENTS AND HARDWARE ENHANCEMENTS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTK798</td>
<td>PERFORM ELECTRONIC DATA INTERCHANGE (EDI) TO TRANSMIT SHIPPING DOCUMENTATION</td>
<td>Werribee</td>
<td>Nil</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>
<td></td>
</tr>
<tr>
<td>TDTL197</td>
<td>COMPLETE INDUCTION PROCEDURES</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTL1998A</td>
<td>IMPLEMENT AND MONITOR TRANSPORT LOGISTICS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<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>
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<tr>
<td>TDTL397</td>
<td>CONDUCT INDUCTION PROCESS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTL898A</td>
<td>COMPLETE ROUTINE ADMINISTRATIVE TASKS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTL998A</td>
<td>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT</td>
<td>Werribee, Industry</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited training package documentation</td>
<td></td>
</tr>
<tr>
<td>TDTL1098A</td>
<td>ASSESS AND CONFIRM CUSTOMER TRANSPORT REQUIREMENTS</td>
<td>Werribee, Industry</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited training package documentation</td>
<td></td>
</tr>
<tr>
<td>TDTL2098A</td>
<td>COORDINATE THE ERECTION AND DISMANTLING OF TEMPORARY STORAGE</td>
<td>Werribee, Industry</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>Plan and erect temporary storage facilities and dismantle after use.</td>
<td>20 Hours</td>
<td>As per accredited training package documentation</td>
<td></td>
</tr>
<tr>
<td>TDTM197</td>
<td>PREPARE FOR TRAINING (CATEGORY 1)</td>
<td>Werribee</td>
<td>TDTM197 Prepare for Training (Category 1)</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>Shown in TDTM197 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>TDTM297</td>
<td>DELIVER TRAINING (CATEGORY 1)</td>
<td>Werribee</td>
<td>TDTM197 Prepare for Training (Category 1)</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>Shown in TDTM197 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>TDTM397</td>
<td>REVIEW TRAINING (CATEGORY 1)</td>
<td>Werribee</td>
<td>TDTM297 Deliver Training (Category 1)</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>Shown in TDTM197 Hours</td>
<td>As per accredited curriculum</td>
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</tr>
<tr>
<td>TDTM497A</td>
<td>PREPARE FOR TRAINING (CATEGORY 2)</td>
<td>Werribee, Industry</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited training package documentation</td>
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<tr>
<td>TDTM597A</td>
<td>DELIVER TRAINING (CATEGORY 2)</td>
<td>Werribee, Industry</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited training package documentation</td>
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<tr>
<td>TDTM697A</td>
<td>REVIEW AND PROMOTE TRAINING (CATEGORY 2)</td>
<td>Werribee, Industry</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited training package documentation</td>
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<tr>
<td>TDTN197</td>
<td>CONDUCT ASSESSMENT IN ACCORDANCE WITH AN ESTABLISHED ASSESSMENT PROCEDURE</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20-30 Hours</td>
<td>As per accredited curriculum</td>
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<td>Module/Unit</td>
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<tr>
<td><strong>TDTN297 EXTENSION UNIT PLAN AND REVIEW ASSESSMENT</strong></td>
<td>Campus Werribee, Industry. Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 15 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTN297A EXTENSION UNIT - PLAN AND REVIEW ASSESSMENT</strong></td>
<td>Campus Werribee, Industry. Prerequisite(s) TDTN197A Conduct assessment in accordance with an established assessment procedure. Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 40 Hours Assessment As per accredited training package documentation</td>
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<tr>
<td><strong>TDTN397 DEVELOP ASSESSMENT TOOLS</strong></td>
<td>Campus Werribee, Industry. Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 5 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO398 UNDERTAKE LOADING AND UNLOADING IN A DESIGNATED SECURED ENVIRONMENT</strong></td>
<td>Campus Werribee. Prerequisite(s) The ability to read and comprehend simple statements written in English; current vehicle driver's licence, endorsed for an appropriate type of vehicle. Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours TBA Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO498 CONDUCT SAFETY AND HAZARD CONTROL PROCEDURES FOR TRANSFERRING DANGEROUS/SPECIALISED GOODS</strong></td>
<td>Campus Werribee. Prerequisite(s) Nil Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 40 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO598A PLAN AND MANAGE SECURITY PROCEDURES FOR THE ENTERPRISE</strong></td>
<td>Campus To be advised Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 50 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO708 UNDERTAKE EMERGENCY RESPONSE ACTION</strong></td>
<td>Campus Werribee. Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 20 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO808 IMPLEMENT CASH IN TRANSIT SECURITY EQUIPMENT</strong></td>
<td>Campus Werribee. Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 40 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO908 TEST AND INSPECT CASH IN TRANSIT SECURITY INCIDENTS</strong></td>
<td>Campus Werribee. Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 30 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO1098 RESPOND TO CASH IN TRANSIT SECURITY INCIDENTS</strong></td>
<td>Campus Werribee. Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 60 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO1198 PROVIDE REVENUE PROTECTION MEASURES</strong></td>
<td>Campus Werribee. Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle. Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 10 Hours Assessment As per accredited curriculum</td>
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<tr>
<td><strong>TDTO1298 MANAGE DISRUPTIVE AND/OR UNLAWFUL BEHAVIOUR</strong></td>
<td>Campus Werribee. Prerequisite(s) To be advised Content Contact Department for details. New Training Package being implemented for 2003. Required Reading To be advised Nominal Hours 20 Hours Assessment As per accredited curriculum</td>
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</table>
TDTO1398 ADMINISTER SECURITY OF ASSETS AND FACILITIES
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTQ98A MANAGE WORKPLACE INFORMATION
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTQ1098 ASSESS JOB REQUIREMENTS AND PROVIDE QUOTATION
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ197 CONDUCT FINANCIAL TRANSACTIONS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English, current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

TDTQ397 MAINTAIN FINANCIAL RECORDS IN A SMALL BUSINESS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ498 ORGANISE FREIGHT INVOICING AND PAYMENT
Campus Werribee.
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTR198A MONITOR SUPPLIER PERFORMANCE
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited training package documentation

TDTR297A SOURCE GOODS/SERVICES AND EVALUATE CONTRACTORS
Campus Werribee, Industry.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited training package documentation

TDTR398A CONTRACT TRANSPORT AND DISTRIBUTION SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ798A PREPARE AND PROCESS FINANCIAL DOCUMENTS
Campus Werribee.
Prerequisite(s) Nil
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

TDTQ898A NEGOTIATE A CONTRACT
Campus To be advised
Prerequisite(s) To be advised
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

TDTQ998 CONDUCT COURIER DELIVERY CASH TRANSACTIONS
Campus Werribee.
Prerequisite(s) The ability to read and comprehend simple statements written in English; Current vehicle driver’s licence, endorsed for an appropriate type of vehicle.
Content Contact Department for details. New Training Package being implemented for 2003.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
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<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
<th>Notes</th>
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<tr>
<td>TDTT198A</td>
<td>CAPTURE RECORDS INTO A RECORDS KEEPING SYSTEM</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT298</td>
<td>DOCUMENT A RECORDS SYSTEM</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT398</td>
<td>IDENTIFY AND CLASSIFY RECORDS TO BE CAPTURED</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT498A</td>
<td>MAINTAIN CONTROL OF RECORDS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT798</td>
<td>PROVIDE INFORMATION FROM AND ABOUT RECORDS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT998</td>
<td>PROVIDE RECORDS RETRIEVAL SERVICE</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT988</td>
<td>SENTENCE RECORDS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT998</td>
<td>UNDERTAKE MOVEMENT OF RECORDS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TDTT1098</td>
<td>DESTROY RECORDS</td>
<td>Werribee</td>
<td>Nil</td>
<td>Contact Department for details. New Training Package being implemented for 2003.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>TFG1091</td>
<td>HEALTH CALCULATIONS</td>
<td>Werribee</td>
<td>Nil</td>
<td>This subject includes: a review of basic arithmetic; percentages; ratios; graphing; algebra skills; and an introduction to dilution and dosage calculations.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>TFG1092</td>
<td>HUMAN BIOLOGY</td>
<td>Werribee</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
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<tr>
<td>TFG1093</td>
<td>CHEMISTRY FOR THE LIFE SCIENCES</td>
<td>Werribee</td>
<td>Nil</td>
<td>This subject covers basic concepts in Chemistry including: atomic structure and bonding; chemical energy and metabolism; acids and bases; and an introduction to biochemistry.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>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>
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<tr>
<td>THHBCAT01B</td>
<td>PREPARE FOODS ACCORDING TO DIETARY AND CULTURAL NEEDS</td>
<td></td>
<td>To be advised</td>
<td>Prepare and present foods to meet basic nutritional needs; Prepare and present foods to meet special dietary requirements; Prepare foods to satisfy specific cultural or religious needs.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>THHBCAT02B</td>
<td>PACKAGE PREPARED FOODSTUFFS</td>
<td></td>
<td>To be advised</td>
<td>Ensure food is suitable for packaging, storage and transportation; Select packaging appropriate to specific food; Package food according to needs.</td>
<td>To be advised</td>
<td>6 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCAT03B</td>
<td>TRANSPORT AND STORE FOOD IN A SAFE AND HYGIENIC MANNER</td>
<td></td>
<td>To be advised</td>
<td>Identify appropriate food transportation; Transport food safely and hygienically; Store food safely and hygienically.</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCAT04B</td>
<td>APPLY CATERING CONTROL PRINCIPLES</td>
<td></td>
<td>To be advised</td>
<td>Identify procedures to reduce wastage; Carry out catering control procedures; Minimise waste.</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC01B</td>
<td>USE BASIC METHODS OF COOKERY</td>
<td></td>
<td>To be advised</td>
<td>Select and use cooking equipment and technology; Use methods of cookery.</td>
<td>To be advised</td>
<td>45 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC02B</td>
<td>PREPARE APPETISERS AND SALADS</td>
<td></td>
<td>To be advised</td>
<td>Prepare and present a variety of salads and dressings; Prepare and present a range of hot and cold appetisers; Store appetisers and salads.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC03B</td>
<td>PREPARE STOCKS, SAUCES AND SOUPS</td>
<td></td>
<td>To be advised</td>
<td>Prepare stocks, glazes and essences required for menu items; Prepare sauces required for menu items; Store and reconstitute stocks, sauces and soups.</td>
<td>To be advised</td>
<td>35 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC04B</td>
<td>PREPARE VEGETABLES, EGGS AND FARINACEOUS DISHES</td>
<td></td>
<td>To be advised</td>
<td>Prepare vegetable and fruit dishes; Prepare farinaceous dishes; Prepare and cook egg-based dishes; Store vegetables, egg and farinaceous foodstuffs.</td>
<td>To be advised</td>
<td>45 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC05B</td>
<td>PREPARE AND COOK POULTRY AND GAME</td>
<td></td>
<td>To be advised</td>
<td>Select and purchase poultry and game; Handle and store poultry and game; Prepare, cook and present poultry and game.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC06B</td>
<td>PREPARE AND COOK SEAFOOD</td>
<td></td>
<td>To be advised</td>
<td>Select and store seafood; Prepare and cook fish and shellfish; Present fish and seafood.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC07B</td>
<td>SELECT, PREPARE AND COOK MEAT</td>
<td></td>
<td>To be advised</td>
<td>Select meats; Prepare and portion meats; Cook and present meat cuts for service; Store meat.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC08B</td>
<td>PREPARE HOT AND COLD DESSERTS</td>
<td></td>
<td>To be advised</td>
<td>Prepare and produce desserts; Decorate, portion and present desserts; Prepare sweet sauces; Prepare accompaniments, garnishes and decorations; Store desserts.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
<td></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>
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<tr>
<td>THHBCC09B</td>
<td>PREPARE PASTRY, CAKES AND YEAST GOODS</td>
<td></td>
<td>To be advised</td>
<td>Prepare, decorate and present pastries; Prepare and produce cakes and yeast goods; Decorate pastry, pastry products, cakes and yeast goods; Portion and store pasty, cakes and yeast goods.</td>
<td>To be advised</td>
<td>40</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBKA03B</td>
<td>RECEIVE AND STORE KITCHEN SUPPLIES</td>
<td></td>
<td>To be advised</td>
<td>Take delivery of supplies; Store supplies; Rotate and maintain supplies.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC10B</td>
<td>PLAN AND PREPARE FOOD FOR BUFFETS</td>
<td></td>
<td>To be advised</td>
<td>Plan the buffet; Prepare, produce and present foods for buffets; Prepare and produce desserts for buffets; Store buffet items.</td>
<td>To be advised</td>
<td>25</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBKA04B</td>
<td>CLEAN AND MAINTAIN KITCHEN PREMISES</td>
<td></td>
<td>To be advised</td>
<td>Clean, sanitise and store equipment; Clean and sanitise premises; Handle waste and linen.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBCC11B</td>
<td>IMPLEMENT FOOD SAFETY PROCEDURES</td>
<td></td>
<td>To be advised</td>
<td>Identify food safety critical control points and hazards; Implement procedures for food safety.</td>
<td>To be advised</td>
<td>25</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBTHS04A</td>
<td>MANAGE INTOXICATED PERSONS</td>
<td></td>
<td>To be advised</td>
<td>Determine the level of intoxication; Apply appropriate procedures; Remove the person from premises; Provide customer service; Deal with underage drinkers; Comply with legislation.</td>
<td>To be advised</td>
<td>10</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHCOR01A</td>
<td>WORK WITH COLLEAGUES AND CUSTOMERS</td>
<td></td>
<td>Nil</td>
<td>This unit provides the interpersonal, communication and customer service skills required by all people working in the tourism and hospitality industries.</td>
<td>To be advised</td>
<td>15</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHCCH01A</td>
<td>PREPARE, COOK AND SERVE FOOD (HOLISTIC UNIT)</td>
<td></td>
<td>To be advised</td>
<td>Organise and prepare for food service; Cook and serve menu items for food service; Complete end of service requirements.</td>
<td>To be advised</td>
<td>50</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHCCH02A</td>
<td>PREPARE, COOK AND SERVE FOOD FOR MENUS (HOLISTIC UNIT)</td>
<td></td>
<td>To be advised</td>
<td>Coordinate, organise and prepare for food service; Cook and serve menu items for food service; Coordinate and complete end of service requirements.</td>
<td>To be advised</td>
<td>80</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBKA01B</td>
<td>ORGANISE AND PREPARE FOOD</td>
<td></td>
<td>To be advised</td>
<td>Prepare equipment for use; Assemble and prepare ingredients for menu items; Prepare dairy, dry goods, fruits and vegetables; Prepare meat, seafood and poultry.</td>
<td>To be advised</td>
<td>20</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
<tr>
<td>THHBKA02B</td>
<td>PRESENT FOOD</td>
<td></td>
<td>To be advised</td>
<td>Prepare food for service; Portion and plate food; Work in a team.</td>
<td>To be advised</td>
<td>6</td>
<td>As per accredited curriculum</td>
<td></td>
</tr>
</tbody>
</table>
THHCOR01B WORK WITH COLLEAGUES AND CUSTOMERS
Campus To be advised
Prerequisite(s) To be advised
Content Communicate in the workplace; Maintain personal presentation standards; Provide service to colleagues and customers; Work in a team.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHCOR02A WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Campus To be advised
Prerequisite(s) Nil
Content This unit provides the cultural awareness that is required by all people working in the tourism and hospitality industries. It includes the cultural awareness required for serving customers and working with colleagues from diverse backgrounds.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHCOR02B WORK IN A SOCIALLY DIVERSE ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Communicate with customers and colleagues from diverse backgrounds; Deal with cross cultural misunderstandings.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHCOR03A FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to follow health, safety and security procedures.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHCOR03B FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Follow workplace procedures for health, safety and security; Deal with emergency situations; Maintain safe personal presentation standards; Provide feedback on health, safety and security.
Required Reading To be advised
Nominal Hours 5 Hours
Assessment As per accredited curriculum

THHGCS01B DEVELOP AND UPDATE LOCAL KNOWLEDGE
Campus To be advised
Prerequisite(s) To be advised
Content Develop local knowledge; Update local knowledge.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

THHGCS02A PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS
Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to promote products and services to customers. It relates to situations where the sales function is not the primary focus of work activity.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum

THHGCS02B PROMOTE PRODUCTS AND SERVICES TO CUSTOMERS
Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain product/service and market knowledge; Encourage customers to use and buy products and services.
Required Reading To be advised
Nominal Hours 40-45 Hours
Assessment As per accredited curriculum

THHGCS03A DEAL WITH CONFLICT SITUATIONS
Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to handle difficult interpersonal situations – both with customers and colleagues.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGCS03B DEAL WITH CONFLICT SITUATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Identify conflict situations; Resolve conflict situations; Respond to customer complaints.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

THHGCS04B MAKE PRESENTATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare for presentations; Make presentations.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
**THHGS06B PLAN & IMPLEMENT SALES ACTIVITIES**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan sales activities; Prepare for sales calls; Make sales calls; Review and report on sales activities.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum  

**THHGS07B CO-ORDINATE MARKETING ACTIVITIES**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and organise marketing and promotional activities; Undertake a general public relations role; Review and report on promotional activities.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum  

**THHGS08B ESTABLISH AND CONDUCT BUSINESS RELATIONSHIPS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Establish and conduct business relationships; Conduct negotiations; Make formal business agreements; Foster and maintain business relationships.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum  

**THHGFA01B PROCESS FINANCIAL TRANSACTIONS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Process receipts and payments; Reconcile takings.  
**Required Reading** To be advised  
**Nominal Hours** 25 Hours  
**Assessment** As per accredited curriculum  

**THHGFA06A INTERPRET FINANCIAL INFORMATION**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Access and interpret financial information; Apply financial information to management activities.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum  

**THHGGA01B COMMUNICATE ON THE TELEPHONE**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Respond to incoming telephone calls; Make telephone calls.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum  

**THHGGA02B PERFORM OFFICE PROCEDURES**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Process office documents; Draft written communication; Maintain document systems.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum  

**THHGGA03B COMMUNICATE ON THE TELEPHONE**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Respond to incoming telephone calls; Make telephone calls.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum  

**THHGGA04B PREPARE BUSINESS DOCUMENTS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Determine document requirements; Conduct research; Prepare document; Follow up document.  
**Required Reading** To be advised  
**Nominal Hours** 25 Hours  
**Assessment** As per accredited curriculum  

**THHGGA05B PLAN AND MANAGE MEETINGS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan and prepare for meetings; Conduct meetings; Debrief and follow up meetings.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum  

**THHGGA06B RECEIVE AND STORE STOCK**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Take delivery of stock; Store stock; Rotate and maintain stock.  
**Required Reading** To be advised  
**Nominal Hours** 10 Hours  
**Assessment** As per accredited curriculum  

**THHGGA07B CONTROL AND ORDER STOCK**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Maintain stock levels and records; Process stock orders; Minimise stock losses; Follow up orders; Organise and administer stocktakes.  
**Required Reading** To be advised  
**Nominal Hours** 25 Hours  
**Assessment** As per accredited curriculum  

**THHGGA08B MANAGE PROJECTS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Plan project; Administer and monitor project; Evaluate project.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum
THHGHS01A FOLLOW WORKPLACE HYGIENE PROCEDURES
Campus To be advised
Prerequisite(s) Nil
Content This unit provides the skills and knowledge required to follow the key hygiene procedures which apply in many sectors of the hospitality industry, and within some tourism sectors. This unit is particularly relevant to the Kitchen, Housekeeping, Food and Beverage and some Tour Operations.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHGHS01B FOLLOW WORKPLACE HYGIENE PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Follow hygiene procedures; identify and prevent hygiene risks.
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

THHGHS03B PROVIDE FIRST AID
Campus To be advised
Prerequisite(s) To be advised
Content Assess the situation; Apply basic first aid techniques; Monitor the situation; Prepare required documentation.
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

THHGLE01B MONITOR WORK OPERATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Monitor and improve workplace operations; Plan and organise workflow; Maintain workplace records; Solve problems and make decisions.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE02B IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Provide information on health, safety and security; Coordinate staff participation in health, safety and security issues; Implement and monitor procedures for controlling hazards and risks; Implement and monitor health, safety and security training; Maintain health, safety and security records.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE03B DEVELOP AND IMPLEMENT OPERATIONAL PLANS
Campus To be advised
Prerequisite(s) To be advised
Content Develop operational plans; Administer and monitor operational plans; Conduct ongoing evaluation.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

THHGLE05B ROSTER STAFF
Campus To be advised
Prerequisite(s) To be advised
Content Develop and implement staff rosters; Maintain staff records.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

THHGLE06B MONITOR STAFF PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Model high standards of performance and behaviour; Develop team commitment and cooperation; Manage team performance.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE07B RECRUIT AND SELECT STAFF
Campus To be advised
Prerequisite(s) To be advised
Content Identify recruitment needs; Administer recruitment; Select staff; Plan and organise induction programs.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

THHGLE08B LEAD AND MANAGE PEOPLE
<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>
</tr>
</thead>
<tbody>
<tr>
<td>THHGLE09B</td>
<td>MANAGE WORKPLACE DIVERSITY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Encourage respect for diversity in the workplace; Use diversity as an asset; Deal with problems arising from diversity issues.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE11B</td>
<td>MANAGE QUALITY CUSTOMER SERVICE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop approaches to enhance customer service quality; Manage the delivery of quality service; Monitor and adjust customer service.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE12B</td>
<td>DEVELOP AND MANAGE MARKETING STRATEGIES</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Collect and analyse information on the internal business environment; Collect and analyse information on the external business environment; Prepare marketing strategies or plans; Implement and monitor marketing activities; Conduct ongoing evaluation.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE13B</td>
<td>MANAGE FINANCES WITHIN A BUDGET</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Allocate budget resources; Monitor financial activities against budget; Identify and evaluate options for improved budget performance; Complete financial/statistical reports.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE14B</td>
<td>PREPARE AND MONITOR BUDGETS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare budget information; Prepare budget; Monitor and review budget.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE15B</td>
<td>MANAGE FINANCIAL OPERATIONS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop approaches to financial management; Develop and monitor financial procedures and systems; Make pricing decisions; Monitor financial performance; Prepare financial reports.</td>
<td>To be advised</td>
<td>75 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE16A</td>
<td>MANAGE PHYSICAL ASSETS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the performance of physical assets in the workplace; Co-ordinate financing of physical assets.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE16B</td>
<td>MANAGE PHYSICAL ASSETS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop strategies for systematic maintenance, repair and purchase of physical assets; Monitor the condition and performance of physical assets in the workplace; Coordinate financing of physical assets.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE19B</td>
<td>DEVELOP AND IMPLEMENT A BUSINESS PLAN</td>
<td>To be advised</td>
<td>Nil</td>
<td>Analyse the internal and external business environment; Formulate business plans and strategies; Implement the business plan; Monitor the business plan.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE20B</td>
<td>DEVELOP AND UPDATE THE LEGAL KNOWLEDGE REQUIRED FOR BUSINESS COMPLIANCE</td>
<td>To be advised</td>
<td>Nil</td>
<td>Research the legal information required for business compliance; Ensure compliance with legal requirements; Update legal knowledge.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHGLE22A</td>
<td>MANAGE RISK</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Develop risk management strategies; Implement risk management strategies; Monitor risk management strategies.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHHGTR01A</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>Course Code</td>
<td>Course Name</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>THHGTR01B</td>
<td>COACH OTHERS IN JOB SKILLS</td>
<td></td>
<td>To be advised</td>
<td>Prepare for on job coaching; Coach colleagues on the job; Follow up coaching.</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THHHCO00A</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td></td>
<td>To be advised</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>THHHCO00B</td>
<td>DEVELOP AND UPDATE HOSPITALITY INDUSTRY KNOWLEDGE</td>
<td></td>
<td>To be advised</td>
<td>Seek information on the hospitality industry; Source and apply information on legal and ethical issues for the hospitality industry; Update hospitality industry knowledge.</td>
<td>To be advised</td>
<td>25 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG01B</td>
<td>WORK AS A GUIDE</td>
<td></td>
<td>To be advised</td>
<td>Apply knowledge of the guiding sector; Guide tours according to legal, ethical and safety requirements; Develop guiding skills and knowledge; Communicate with tourism industry operators in English.</td>
<td>To be advised</td>
<td>90 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG02B</td>
<td>PREPARE AND MAINTAIN THE GENERAL KNOWLEDGE REQUIRED BY GUIDES</td>
<td></td>
<td>To be advised</td>
<td>Research information on Australia and the local region; Prepare information for guiding activities; Update general knowledge of Australia and the local region.</td>
<td>To be advised</td>
<td>100 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG03B</td>
<td>CO-ORDINATE AND OPERATE A TOUR</td>
<td></td>
<td>To be advised</td>
<td>Plan tour operation; Brief and assist customers; Liaise with industry colleagues; Manage the itinerary; Deal with unexpected events; De-brief tour.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG04B</td>
<td>LEAD TOUR GROUPS</td>
<td></td>
<td>To be advised</td>
<td>Co-ordinate group movements; Encourage group morale and goodwill; Deal with conflicts and difficulties.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG05B</td>
<td>PREPARE AND PRESENT TOUR COMMENTARIES OR ACTIVITIES</td>
<td></td>
<td>To be advised</td>
<td>Prepare commentaries or activities for presentation to customers; Present commentaries or activities to customers; Interact with customers.</td>
<td>To be advised</td>
<td>70 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG06B</td>
<td>RESEARCH AND SHARE GENERAL INFORMATION ON AUSTRALIAN INDIGENOUS CULTURES</td>
<td></td>
<td>To be advised</td>
<td>Research general information on Australian indigenous cultures; Share general information with customers on Australian indigenous cultures.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG12A</td>
<td>PREPARE SPECIALISED INTERPRETIVE CONTENT (FLORA, FAUNA AND LANDSCAPE)</td>
<td></td>
<td>To be advised</td>
<td>Research specialised information for presentation; Prepare specialised information for guiding activities; Update knowledge of specialised information.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>THTFTG13A</td>
<td>PREPARE SPECIALISED INTERPRETIVE CONTENT (MARINE ENVIRONMENTS)</td>
<td></td>
<td>To be advised</td>
<td>Research specialised information for presentation; Prepare specialised information for guiding activities; Update knowledge of specialised information.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
THTFTG14A PREPARE SPECIALISED INTERPRETIVE CONTENT (CULTURAL AND HERITAGE ENVIRONMENTS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Research specialised information for presentation; Prepare specialised information for guiding activities; Update knowledge of specialised information.
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

THTPPD02B RESEARCH TOURISM DATA

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify research needs; Conduct research; Interpret and apply research results.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

THTPPD04B PLAN AND IMPLEMENT MINIMAL IMPACT OPERATIONS

Campus: To be advised
Prerequisite(s): To be advised
Content: Organise environmentally responsible activities; Conduct activities with minimal impact; Monitor impacts and changes.
Required Reading: To be advised
Nominal Hours: 70 Hours
Assessment: As per accredited curriculum

THTPPD05B PLAN AND DEVELOP INTERPRETIVE ACTIVITIES

Campus: To be advised
Prerequisite(s): To be advised
Content: Establish need for activity; Develop the activity; Evaluate activity.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

THTSMA02B CREATE A PROMOTIONAL DISPLAY/STAND

Campus: To be advised
Prerequisite(s): To be advised
Content: Make preparations for display/stand; Create the display.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

THTSOP03B SOURCE AND PROVIDE DESTINATION INFORMATION AND ADVICE

Campus: To be advised
Prerequisite(s): To be advised
Content: Develop destination knowledge; Update destination knowledge; Provide destination information and advice.
Required Reading: To be advised
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

THTSOP05B ACCESS AND INTERPRET PRODUCT INFORMATION

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify and access product information; Interpret product information.
Required Reading: To be advised
Nominal Hours: 65 Hours
Assessment: As per accredited curriculum

THTSOP06B SELL TOURISM PRODUCTS AND SERVICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify customer needs; Suggest products to meet customer needs; Provide product information and advice; Follow up sales opportunities.
Required Reading: To be advised
Nominal Hours: 35 Hours
Assessment: As per accredited curriculum

THTSOP07B BOOK AND CO-ORDINATE SUPPLIER SERVICES

Campus: To be advised
Prerequisite(s): To be advised
Content: Administer customer file and identify booking requirements; Request services; Record request and confirmation; Update and finalise bookings.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

THTSOP08B OPERATE A COMPUTERISED RESERVATIONS SYSTEM

Campus: To be advised
Prerequisite(s): To be advised
Content: Access and manipulate reservation system information; Create and process reservations; Send and receive reservation communications.
Required Reading: To be advised
Nominal Hours: 120 Hours
Assessment: As per accredited curriculum
THTSOP09B PROCESS NON AIR DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Interpret information required for processing of documentation; Process documentation.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

THTSOP18A PROCESS AIR DOCUMENTATION

Campus To be advised
Prerequisite(s) To be advised
Content Interpret the information required to process air tickets; Process air travel documentation.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

THTSOP19A CONSTRUCT DOMESTIC AIRFARES

Campus To be advised
Prerequisite(s) To be advised
Content Interpret domestic airfare information; Construct and cost domestic airfares and itineraries; Record customer quotations and administer customer file.
Required Reading To be advised
Nominal Hours 35 Hours
Assessment As per accredited curriculum

THTTCO01B DEVELOP AND UPDATE TOURISM INDUSTRY KNOWLEDGE

Campus To be advised
Prerequisite(s) To be advised
Content Seek information on the tourism industry; Source and apply information on legal and ethical issues which impact on the tourism industry; Update tourism industry knowledge.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

UTENES009A PARTICIPATE IN THE TRAINING OF OTHERS

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare to provide for learning opportunities; Supervise/mentor learners; Verify activities undertaken by learner.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105A INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL - EXTRA LOW VOLTAGE)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES105A INSTALL AND TERMINATE WIRING SYSTEMS (POWER AND CONTROL - LOW VOLTAGE)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install wiring systems; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

UTENES106A INSTALL ELECTRICAL/ELECTRONIC APPARATUS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES106A INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRICAL)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES106A INSTALL ELECTRICAL/ELECTRONIC APPARATUS (ELECTRONICS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for installation; Install apparatus; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES206A MAINTAIN AND REPAIR APPARATUS AND ASSOCIATED CIRCUITS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum
UTENES206BA MAINTAIN AND REPAIR APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES206CA MAINTAIN AND REPAIR APPARATUS AND CIRCUITS (ELECTRONICS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare for maintenance; Maintain apparatus and associated circuits; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES301AA UNDERTAKE COMMISSIONING OF APPARATUS AND ASSOCIATED CIRCUITS (COMPUTER SYSTEMS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES301BA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRICAL)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES301CA UNDERTAKE COMMISSIONING OF PROCEDURES OF APPARATUS AND ASSOCIATED CIRCUITS (ELECTRONICS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of apparatus, associated circuits and components; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES304AA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND ASSOCIATED APPARATUS (COMPUTER SYSTEMS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES304CA UNDERTAKE COMMISSIONING OF ADVANCED SYSTEMS AND ASSOCIATED APPARATUS (ELECTRONICS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare to undertake commissioning procedures; Undertake commissioning procedures of advance systems and associated apparatus; Inspect and notify completion of work.
Required Reading: To be advised
Nominal Hours: 180 Hours
Assessment: As per accredited curriculum

UTENES402AA TEST APPARATUS AND CIRCUITS (COMPUTER SYSTEMS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

UTENES402BA TEST APPARATUS AND CIRCUITS (ELECTRICAL)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

UTENES402CA TEST APPARATUS AND CIRCUITS (ELECTRONICS)

Campus: To be advised
Prerequisite(s): To be advised
Content: Plan and prepare for testing; Conduct testing; Notify completion of test.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum
UTENES406AA DEVELOP COMPLEX TESTING AND EVALUATION PROCEDURES (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for the development of complex testing and evaluation procedures; Develop complex testing and evaluation procedures; Completion of work.
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

UTENES501AA DIAGNOSE AND RECTIFY FAULTS IN APPARATUS AND ASSOCIATED CIRCUITS (COMPUTER SYSTEMS)

Campus To be advised
Prerequisite(s) To be advised
Content Plan and prepare for diagnosis of faults; Diagnose faults in apparatus and associated circuits; Rectify faults in apparatus and associated circuits; provide status report(s).
Required Reading To be advised
Nominal Hours 180 Hours
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 1

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Role and practice of information processing in assisting people to solve problems more effectively; Functions and capabilities of information processing equipment; Influences on and effects of developments in information technology.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA028 INFORMATION TECHNOLOGY 2

Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum
VA030 PHYSICS 1: HEAT, LIGHT, RADIOACTIVITY AND NUCLEAR ENERGY
Campus To be advised
Prerequisite(s) To be advised
Content Introduction to the nature and scope of physics.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA030 PHYSICS 2: MOVEMENT AND ELECTRICITY
Campus To be advised
Prerequisite(s) To be advised
Content Key concepts of mechanics and electricity.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY 1: MATERIALS
Campus To be advised
Prerequisite(s) To be advised
Content Range of chemical processes through a study of common materials; Properties of both useful and waste materials and their modification.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA032 CHEMISTRY 2: CHEMISTRY IN EVERYDAY LIFE
Campus To be advised
Prerequisite(s) To be advised
Content Chemical reactions that occur in the biosphere; appropriate chemical concepts; Evaluation of the environmental impact of human activity.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY 1: ORGANISMS IN THEIR ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Characteristics of living things and their environmental requirements; Complex interactions that sustain life on earth; Interplay between activities and ecosystems.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA034 BIOLOGY 2: ORGANISMS IN THEIR ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Biological processes common to all organisms; Similarities and differences between plants and animals; Use of technology to explore, maintain and modify biological functions and issues arising.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 HISTORY 1: TWENTIETH CENTURY HISTORY (1900-1945)
Campus To be advised
Prerequisite(s) To be advised
Content Momentous events and new ideas that occurred in the first half of the 20th century; Challenges to the ‘Old World’; New forms of economic and political organisations and cultural expression. Possible topics include World War II, the jazz age, the Russian Revolution, the rise of fascism, the Spanish Civil War and World War II.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA036 HISTORY 2: TWENTIETH CENTURY HISTORY (SINCE 1945)
Campus To be advised
Prerequisite(s) To be advised
Content Main events; Competing ideologies and social movements since 1945; Inter-play between domestic events and international developments. Possible topics include the Cold War, the Vietnam War, the civil rights movement in the USA, the Chilean coup, the revolution in Nicaragua.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING 1: PERSONAL ACCOUNTING
Campus To be advised
Prerequisite(s) To be advised
Content Basic skills and approaches of accounting; gathering, recording, analysing, interpreting and reporting financial information for personal use in everyday life.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA038 ACCOUNTING 2: SINGLE ENTRY ACCOUNTING FOR SMALL BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Single entry procedures in a business environment with a focus on trading and service-type small businesses; Recording of transactions from verifiable evidence without the use of ledger accounts.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA046 PSYCHOLOGY 1: DEVELOPMENT OF BEHAVIOUR
Campus To be advised
Prerequisite(s) To be advised
Content How important developmental events unfold in childhood; Development of individual and social behaviour.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum
<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>VA066</td>
<td>PSYCHOLOGY 2: SELF AND OTHERS</td>
<td></td>
<td>To be advised</td>
<td>Differences between people; Idea of normality and its applications to the constructs of intelligences and personality; Influences of groups and society on the individual.</td>
<td></td>
<td>72 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA060</td>
<td>LEGAL STUDIES 2: THE LAW IN OPERATION</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td></td>
<td>72 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA210</td>
<td>ENGLISH 3 &amp; 4</td>
<td></td>
<td>To be advised</td>
<td>Extending language skills through developing the capacity to speak and write effectively for a range of purposes and audiences in a variety of ways.</td>
<td></td>
<td>68 Hours each</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA221</td>
<td>ACCOUNTING 3: DOUBLE ENTRY ACCOUNTING FOR SERVICE FIRMS</td>
<td></td>
<td>To be advised</td>
<td>Double entry accounting procedures for recording from verifiable evidence; Accrual method of recognition of revenue and expenses. Focuses on service firms that rely predominantly on the skill or expertise of personnel to satisfy client needs.</td>
<td></td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA223</td>
<td>BIOLOGY 3: SURVIVAL MECHANISMS</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td></td>
<td>102 Hours each</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA056</td>
<td>BUSINESS MANAGEMENT 3: HUMAN RESOURCES MANAGEMENT</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td></td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA052</td>
<td>BUSINESS MANAGEMENT 4: CORPORATE MANAGEMENT</td>
<td></td>
<td>To be advised</td>
<td>Broad range of management functions within the context of large business; Methods used by management to achieve the objectives of the organisation; Management styles; How change is managed in large organisations.</td>
<td></td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA054</td>
<td>ENGLISH AS A SECOND LANGUAGE 1 &amp; 2</td>
<td></td>
<td>To be advised</td>
<td>Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.</td>
<td></td>
<td>108 Hours each</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA056</td>
<td>ENGLISH AS A SECOND LANGUAGE 3 &amp; 4</td>
<td></td>
<td>To be advised</td>
<td>Extension of language skills through developing the capacity to speak and write effectively for a range of purposes and audiences.</td>
<td></td>
<td>102 Hours each</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA060</td>
<td>LEGAL STUDIES 1: THE INDIVIDUAL AND THE LAW</td>
<td></td>
<td>To be advised</td>
<td>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.</td>
<td></td>
<td>72 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>
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<tr>
<td>VA223</td>
<td>BIOLOGY 4: BIOLOGICAL CONTINUITY CHANGE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Mechanisms of biological inheritance; Processes of evolution; Consequences for society development in modern biology such as advanced biological technology.</td>
<td>To be advised</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA225</td>
<td>CHEMISTRY 3: CHEMISTRY AND THE MARKET PLACE</td>
<td>To be advised</td>
<td>To be advised</td>
<td>A global perspective of larger-scale industrial production of some chemicals, the work of chemists in these industries. Modification of molecular structure; Surface chemistry; Quality control; analytical techniques and the work of analytical chemists.</td>
<td>To be advised</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA225</td>
<td>CHEMISTRY 4: ENERGY AND MATTER</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA231</td>
<td>HEALTH AND HUMAN DEVELOPMENT 3: PEOPLE, FOOD AND NUTRITION</td>
<td>To be advised</td>
<td>To be advised</td>
<td>The vital role of food in people's lives, its importance in physiological development and its role in the development of social and cultural patterns; The numerous influences on food choice and the effect of the availability of a great variety of foods on food trends in Australia are also examined.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA231</td>
<td>HEALTH AND HUMAN DEVELOPMENT 4: GROWTH AND DEVELOPMENT</td>
<td>To be advised</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA239</td>
<td>LEGAL STUDIES 3: MAKING AND CHANGING THE LAW</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Institutions and processes that determine laws in Australia; Process by which laws are changed; Roles of parliament and the courts as law-making bodies.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA241</td>
<td>PHYSICS 3: INVESTIGATION, SOUND, ELECTRONICS AND ELECTRICAL POWER</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Sound; Electronics; Electric power; Principles of investigation.</td>
<td>To be advised</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA241</td>
<td>PHYSICS 4: MOTION, GRAVITY, STRUCTURES, LIGHT AND MATTER</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Overview of physics; Universal gravitation; Force-energy relationships; Ideas of modern physics</td>
<td>To be advised</td>
<td>85 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA245</td>
<td>PSYCHOLOGY 3: EXPERIENCING THE WORLD</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Ways in which people receive, interpret and act on information about the world.</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VA245</td>
<td>PSYCHOLOGY 4: LEARNING, MEMORY AND THINKING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Cognitive processes that underlie effective functioning in the world</td>
<td>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
### VA247 AUSTRALIAN HISTORY 3 & 4
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Meanings that have been made of Australia's past by historians, film makers, politicians, novelists, artists and others; Issues and problems involved with the role of history in society and the nature of historical inquiry.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours each
- **Assessment:** As per accredited curriculum

### VA255 MATHEMATICS METHOD 2
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
- **Required Reading:** To be advised
- **Nominal Hours:** 72 Hours
- **Assessment:** As per accredited curriculum

### VA249 INFORMATION TECHNOLOGY 3: INFORMATION PROCESSING AND MANAGEMENT
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Purpose and practice of information processing and management in organisations; Relationship between components of information systems, procedures and techniques used; Benefits of information systems.
- **Required Reading:** To be advised
- **Nominal Hours:** 68-85 Hours
- **Assessment:** As per accredited curriculum

### VA257 FURTHER MATHEMATICS 3
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Further Mathematics Units 3 and 4 consist of a compulsory core and then a selection of three from six possible optional modules. Unit 3 involves the study of the core material in probability and statistics and one of the optional modules. The optional modules are: Mathematical applications to solve problems in real-life situations; Learn and practice mathematical algorithms, routines and techniques, and use them to find solutions to standard problems; Undertake a statistical investigation based on the course material.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours
- **Assessment:** As per accredited curriculum

### VA249 INFORMATION TECHNOLOGY 4: INFORMATION PROCESSING AND MANAGEMENT
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Factors affecting the design of information systems; Management of change to systems; Impact of developments in technology on systems.
- **Required Reading:** To be advised
- **Nominal Hours:** 68-85 Hours
- **Assessment:** As per accredited curriculum

### VA257 FURTHER MATHEMATICS 4
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Two optional modules will normally be covered: Arithmetic and applications; Probability and statistics; Geometry and Trigonometry; Graphs and relations; Business-related mathematics; Networks and decision mathematics.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours
- **Assessment:** As per accredited curriculum

### VA253 GENERAL MATHEMATICS 1
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Statistics; Arithmetic; Functions and graphs; Algebra. Additional material involving trigonometry, geometry and/or probability may also be included.
- **Required Reading:** To be advised
- **Nominal Hours:** 72 Hours
- **Assessment:** As per accredited curriculum

### VA259 MATHEMATICAL METHODS 3 & 4
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Co-ordinate geometry; Trigonometry functions; Calculus; Algebra; Statistics and Probability.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours each
- **Assessment:** As per accredited curriculum

### 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

### VA259 MATHEMATICALMETHODS 3 & 4
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Co-ordinate geometry; Trigonometry functions; Calculus; Algebra; Statistics and Probability.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours
- **Assessment:** As per accredited curriculum

### VA255 MATHEMATICAL METHODS 1
- **Campus:** To be advised
- **Prerequisite(s):** To be advised
- **Content:** Probability; Functions and graphs; Calculus; Algebra. Together with Mathematical Method 2, is a preparation for Mathematical Methods 3 and 4.
- **Required Reading:** To be advised
- **Nominal Hours:** 72 Hours
- **Assessment:** As per accredited curriculum

### VA285 INFORMATION TECHNOLOGY 1 (EVENING)
- **Campus:** Footscray Nicholson
- **Prerequisite(s):** To be advised
- **Content:** Role and practice of information processing in assisting people to solve problems more effectively; Functions and capabilities of information processing equipment; Influences on and effects of developments in information technology.
- **Required Reading:** To be advised
- **Nominal Hours:** 72 Hours
- **Assessment:** As per accredited curriculum

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VA285 INFORMATION TECHNOLOGY 2 (EVENING)
Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Processing and management of information in organisations that use information systems; How organisations use systems to assist in problem solving.
Required Reading To be advised
Nominal Hours 72 Hours
Assessment As per accredited curriculum

VA289 SPECIALIST MATHS 3 AND 4 (EVENING)
Campus Footscray Nicholson
Prerequisite(s) Specialist Mathematics Units 3 and 4, which are normally taken in conjunction with Mathematical Units 3 and 4, consists of a compulsory core and a selection of one from four possible optional modules. The core material constitutes approximately 70 per cent of the content and involves extending and developing the material from Mathematical Methods Units 3 and 4 in: coordinate geometry; trigonometry functions; calculus; and algebra. It also involves the study of vectors in two from three dimensions. The optional modules are statistics and probability, geometry, mechanics; and logic.
Nominal Hours 59.5 Hours each
Assessment As per accredited curriculum

VA402 HEALTH AND HUMAN DEVELOPMENT 1 & 2
Campus Footscray Nicholson
Prerequisite(s) To be advised
Content Unit 1 focuses on adolescent related health issues. Unit 2 examines the social and health related factors surrounding the concept of family.
Required Reading Health and Human Development 2
Nominal Hours 72 Hours each
Assessment As per accredited curriculum

VAA072 SURFACE PREPARATION
Campus To be advised
Prerequisite(s) Nil
Content Identify substrates common to sign industry; select suitable abrasives; identify paint types and uses; treat, prepare and coat surfaces by brush, roller and spray
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VAA156 INSTALLING AN ABOVE GROUND UPVC DRAIN
Campus To be advised
Prerequisite(s) Approved Pipes and Fittings; Alignment of Drains; Size of Drains; Grade of Drains; Provision of Inspection and Testing Openings; Pipe Support; Testing Drains; Installation of Drain
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAA164 ADVANCED PUBLIC RELATIONS 1
Campus To be advised
Content In house public relations; External consultancy; Financial public relations; Community public relations; Government relations; Suppliers; and Consumer relations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment Administration Training Package Guidelines for assessment of Qualification

VAA165 ADVANCED PUBLIC RELATIONS 2
Campus To be advised
Prerequisite(s) VAA164 Advanced Public Relations 1.
Content Ability to develop public relations campaigns including: Corporate identity; Special events; Sponsorship; Crisis public relations; Communications technology; Verbal and written presentation; and Public relations counselling.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAA209 ADVANCED NOVEL 2
Campus To be advised
Prerequisite(s) VAE282 Novel 2A; VAN040 Novel 2B
Content The purpose of this module is to develop skills and techniques essential for writers interested in producing manuscripts of a sufficiently high standard for them to be considered for publication by the publishing industry.
Required Reading To be advised
Nominal Hours 68 Hours; 1 Point
Assessment As per accredited curriculum

VAA408 APPLIED WRITING FOR PUBLIC RELATIONS 1
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide training in effective writing styles required of a public relations practitioner.
Required Reading To be advised
Nominal Hours 51 Hours; 1 Point
Assessment As per accredited curriculum

VAA409 APPLIED WRITING FOR PUBLIC RELATIONS 2
Campus To be advised
Prerequisite(s) Nil
Content The purpose of this module is to provide training in writing advanced styles required of a public relations practitioner.
Required Reading To be advised
Nominal Hours 51 Hours; 1 Point
Assessment As per accredited curriculum
VAA410 APPLIED WRITING FOR PUBLIC RELATIONS 3

Campus: To be advised
Prerequisite(s): VAA408 Applied Writing for Public Relations 1; VAA409 Applied Writing for Public Relations 2
Content: Extending skills to writing for specific media including: News Release, Backgrounders and Positions Papers; Print media; Radio media; Television media.
Required Reading: To be advised
Nominal Hours: 51 Hours; 1 Point
Assessment: As per accredited curriculum

VAA411 APPLIED WRITING FOR PUBLIC RELATIONS 4

Campus: To be advised
Prerequisite(s): VAA410 Applied Writing for Public Relations 3.
Content: The purpose of this module is to build on the techniques applied in Applied Writing for Public Relations 3 which dealt with the Media over which the writer has little control and apply them to writing circumstances where the writer will have some control.
Required Reading: To be advised
Nominal Hours: 51 Hours; 1 Point
Assessment: As per accredited curriculum

VAA547 BUILDING CONSTRUCTION - PENETRATIONS

Campus: To be advised
Prerequisite(s): OH&S Units 1-13
Content: To cut holes in a variety of building materials for the penetration of pipes and ducts; to fabricate pipe collars of lead and sheetmetal; to fit pipe collars of lead, sheetmetal and synthetic rubber to make a water proof joint between the building material and the pipe; to determine measurements related to collars size and installation.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VAA654 BASIC SCAFFOLD

Campus: To be advised
Prerequisite(s): Nil
Content: Erect and safely use the following scaffold: step ladders; trestles and planks; extension ladders, brackets and plan
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAA659 BASIC SIGN CONSTRUCTION

Campus: To be advised
Prerequisite(s): Nil
Content: Select and use appropriate power tools and equipment for given tasks; demonstrate basic skills in safe operation of portable power tools; identify and select fasteners and adhesives for given jobs.
Required Reading: To be advised
Nominal Hours: 85 Hours
Assessment: As per accredited curriculum

VAA825 BUILDING CONSTRUCTION

Campus: To be advised
Prerequisite(s): To be advised
Content: Recognise and demonstrate how to penetrate and flash the following roof and wall cladding materials using relevant work procedures: Brick work; weather board; plaster board; compressed fibre cement sheet; roof tiles; metal deck roof; corrugated steel roof
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VAA828 FIXING DEVICES

Campus: To be advised
Prerequisite(s): OH&S units 1-7, 10, 12, 13
Content: To identify and select appropriate pipe fixing devices; fix pipes and fittings to building members.
Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

VAA910 CORPORATE WRITING 2A

Campus: To be advised
Prerequisite(s): Nil
Content: The purpose of this module is to develop skills in researching, planning and writing corporate documentation, technical and scientific documents and corporate advertising material.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAA923 DATABASE - PLUMBING GOODS CATALOGUE

Campus: To be advised
Prerequisite(s): Nil
Content: To create a list of Plumbing pipes and fittings, appliances, devices and accessories, from an Industry software package
Required Reading: To be advised
Nominal Hours: 2 Hours
Assessment: As per accredited curriculum

VAA964 CALCULATIONS

Campus: To be advised
Prerequisite(s): Nil
Content: Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

VAA980 DESKTOP PUBLISHING 2A

Campus: To be advised
Prerequisite(s): VAC412 Desktop Publishing 1.
Content: The purpose of this module is to further develop the skills of desktop publishing which were begun in Desktop Publishing 1. It continues design and development of text and introduces original creation of graphics on screen.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum
VAB005 CASEWORK

Campus To be advised
Prerequisite(s) Nil
Content Development of expertise in communication and interpersonal skills. Involves both theoretical and practical material of social casework.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAB224 COMMUNICATION/ BUSINESS PROCEDURES

Campus To be advised
Prerequisite(s) Completion of Communication in the Basic Core
Content Demonstrate a knowledge of basic business procedures; demonstrate workplace communication skills
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

VAB313 FIXTURES AND APPLIANCES

Campus To be advised
Prerequisite(s) Nil
Content Recognise and list the characteristics of materials used to make plumbing fixtures; install components and controls for plumbing fixtures and appliances; calculate – Capacity of a Mains Pressure Hot Water Service (MPHWS); flow rates of a selected Hot Water Service (HWS); Volume of gas used by an appliance
Required Reading To be advised
Nominal Hours 4 Hours
Assessment As per accredited curriculum

VAB330 BUILDING CONSTRUCTION-SERVICES

Campus To be advised
Prerequisite(s) 1.3.4. Drawing Interpretation
Content Identification and location of services to a building; identify and locate services in a building; describe the safe procedures of locating services eg Gas, underground electricity; water pipes etc; determine location of services outside and inside a property
Required Reading To be advised
Nominal Hours 3 Hours
Assessment As per accredited curriculum

VAB381 COMMUNITY WORK 1

Campus To be advised
Prerequisite(s) Nil
Content The nature and purposes of community service systems and community development; Opportunity to develop relevant skills.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAB382 COMMUNITY WORK 2

Campus To be advised
Prerequisite(s) Nil
Content The nature and purposes of community service systems and community development; Opportunity to develop relevant skills.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

VAB433 COMPUTER GENERATED LETTERING

Campus To be advised
Prerequisite(s) Nil
Content Identify keyboard and function control keys; calculate multi-line copy; produce computer layouts, pounces and lettering; select materials.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VAB472 COMPUTER SIGNAGE

Campus To be advised
Prerequisite(s) Computer Induction Program; VAB453
Content Apply a range of computer applications to produce signage to specifications
Required Reading To be advised
Nominal Hours 62 Hours
Assessment As per accredited curriculum

VAB490 COMPUTERS IN COMMUNITY ORGANISATION

Campus To be advised
Prerequisite(s) To be advised
Content Computers are spreading into all areas of life, including community organisations. This subject provides an introduction to how computers work, practice with the major types of software and hardware packages, and introduction to the social, ethical and health issues relating to the use of computers and new technology in community organisations and the workplace. A part of the Community Development Associate Diploma, the major focus for the subject must be a CD one. This will be reflected both in teaching methods and also the focus on the social impact of computers. This will alert them to the various effects that computers can have on an organisation, as well as the possible side effects in terms of health and safety. The subject will also introduce students to computers and give them sufficient hands-on experience to feel comfortable about using them for routine tasks, and, hopefully, sharing those skills in the future. This is intended not as training in application programs, but as familiarisation with their capabilities and limitations. The hands-on practice will help to give students a better understanding of the impacts of different technologies. Students will be given an introduction to the basic functions of a computer,
and to the common technical terms used in relation to computers and their functions

**Required Reading** To be advised

**Nominal Hours** 64 Hours

**Assessment** As per accredited curriculum

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**VAB548 CONSUMER BEHAVIOUR CONCEPTS**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** The consumer, as an individual, is subject to numerous influences including: The consumer behaviour concept; Role of consumer behaviour; Motivation processes; Perception processes; Behavioural and cognitive learning theories; Perspectives of the 'self'; Attitudes.

**Required Reading** To be advised

**Nominal Hours** 51 Hours

**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

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**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.

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**VAB907 DISPOSAL SYSTEM JOINTS**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** Safe Work Practices; Vitrified Clay Pipe; Cast Iron Pipe; UPVC Pipe; Copper and Copper Alloy

**Required Reading** To be advised

**Nominal Hours** 10 Hours

**Assessment** As per accredited curriculum

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**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

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**VAB960 DRAINAGE**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** Measuring & Levelling; Unvented Branch Drain; Above Ground Drain; Trench Shoring; Property Drain

**Required Reading** To be advised

**Nominal Hours** 80 Hours

**Assessment** As per accredited curriculum

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**VAC057 EDITING FOR PUBLIC RELATIONS**

**Campus** To be advised

**Prerequisite(s)** VAA409 Applied Writing for Public Relations 2.

**Content** Principles and practice of editing, particularly for public relations and organisational communications including: Editorial roles; Copy editing and preparation; Construction and style of written English; Editing for target audiences; Computer software; Proofreading; Publications production.

**Required Reading** To be advised

**Nominal Hours** 51 Hours

**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

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**VAC081 ELECTRIC WELDING**

**Campus** To be advised

**Prerequisite(s)** OH&S units 1-10, 12

**Content** To safely set up and operate electric arc welding equipment; calculate the quantity of electrodes used for a given welding project

**Required Reading** To be advised

**Nominal Hours** 16 Hours

**Assessment** As per accredited curriculum

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**VAC313 OCCUPATIONAL HEALTH & SAFETY**

**Campus** To be advised

**Prerequisite(s)** Nil

**Content** Knowledge and skills relating to the safe and efficient use and handling of standard tools and equipment.

**Required Reading** To be advised

**Nominal Hours** 4 Hours

**Assessment** As per accredited curriculum

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**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

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**VAC391 INTERNET SKILLS FOR WRITERS & EDITORS**

**Campus** To be advised

**Prerequisite** VBK382 Computer Skills for Writers & Editors

**Content** The purpose of this module is to access and use the Internet, with skills in updating web pages. It will also provide skills in creating web pages with multimedia.

**Required Reading** To be advised

**Nominal Hours** 68 Hours; 1 Point

**Assessment** As per accredited curriculum
### VAC401 FAMILY VIOLENCE A

**Campus** To be advised  
**Content** The elective has been written in a developmental way – Part ‘B’ builds on Part ‘A’. There is also potential to develop additional more advanced, specific or theoretical components. Part ‘A’ focuses on providing a general, theoretical approach.  
**Required Reading** To be advised  
**Nominal Hours** 210 Hours  
**Assessment** As per accredited curriculum

### VAC441 FIELD EDUCATION 1, PLACEMENT

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Field Education forms a core component of the course and is an assessment requirement at each level of the course. Students cannot 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** 68 Hours; 1 Point  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field education tasks and observation of student performance.

### VAC442 DESKTOP PUBLISHING 1

**Campus** To be advised  
**Prerequisite(s)** VBK382 Computer skills for Writers & Editors  
**Content** The purpose of this module is to develop skills in design and production using desktop publishing software. It focuses on creation and manipulation of text and the use of prepared graphics.  
**Required Reading** To be advised  
**Nominal Hours** 6 Hours  
**Assessment** As per accredited curriculum

### VAC443 FIELD EDUCATION 2, PLACEMENT

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Field Education forms a core component of the course and is an assessment requirement at each level of the course. Students cannot enrol in Field Education at Year One or Year Two unless they have completed or are making satisfactory progress in the core units for that year. Locations for placements are arranged by University staff in consultation with students. Field Education is usually undertaken on a full-time basis at set times when there are no classes scheduled. Students work under supervision in at least two different practice settings to enable them to integrate and develop their class work. Only in special circumstances may one of the two placements be undertaken at the student’s own work place. Intending applicants need to be aware of the time and financial commitment needed for this aspect of the course.  
**Required Reading** To be advised  
**Nominal Hours** 280 Hours  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field education tasks and observation of student performance.

### VAC474 INDUSTRY OVERVIEW 1

**Campus** To be advised  
**Prerequisite** Nil  
**Content** The purpose of this course is to introduce learners to a range of occupations in the writing, editing and publishing industries and to professional issues associated with these occupations. Industry overview will be achieved by means of a series of guest speakers.  
**Required Reading** To be advised  
**Nominal Hours** 6 Hours  
**Assessment** As per accredited curriculum

### VAC575 FIXING DEVICES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Safe Work Practices; Nails; Screws; Screwed Roofing Fasteners; Bolts; Masonry Anchors; Nylon & Plastic Anchors; Pipe Supports  
**Required Reading** To be advised  
**Nominal Hours** 6 Hours  
**Assessment** As per accredited curriculum

### VAC578 FIXTURES APPLIANCES & APPROPRIATE VAVES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Tap and Valve Types; Variations in Design; Available Finishes; Function; Inlet/Outlet Connections; Provision for Securing; Maintenance  
**Required Reading** To be advised  
**Nominal Hours** 6 Hours  
**Assessment** As per accredited curriculum

### VAC607 FIXTURE CLASSIFICATION

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** To categorise a selection of domestic plumbing fixtures  
**Required Reading** To be advised  
**Nominal Hours** 1 Hour  
**Assessment** As per accredited curriculum
### VAC608 BUILDING CONSTRUCTION - STRUCTURES

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** To identify classes of building (Office, Bungalow, Factory); to recognise the types of structures commonly found in the building industry eg. Brick, brick veneer etc; to identify the types of structural features used in residential dwellings eg foundations, walls roof etc and the materials and characteristics used; calculate the cylinder weight and water pressure supplied from a low pressure hot water cylinder situated in the ceiling of a building.  
**Required Reading** To be advised  
**Nominal Hours** 4 Hours  
**Assessment** As per accredited curriculum

### VAC724 FUNDRAISING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Skills and techniques of effective fundraising including history of fundraising, in-house and consultant specialists, role of fundraisers in non profit organisations, legal and ethical issues, donor motivation, research, submission preparation, media campaigns, communication techniques, special events and campaigns and capital fundraising.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** As per accredited curriculum

### VAC845 GOVERNMENT STRUCTURES AND INFLUENCES

**Campus** To be advised  
**Prerequisite(s)** VAF180 Public Relations 2.  
**Content** Structure and responsibilities of federal, state and local governments and the relationships between them. Structure and influence of the trade union movement. Structure and influence of business councils, chambers of commerce and manufacture, associations and other industry groupings. Other key pressure groups.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VAC878 GROUP WORK 1

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.  
**Required Reading** To be advised  
**Nominal Hours** 60-120 Hours  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAC879 GROUP WORK 2

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Students participate in experiential activities which highlight elements of small group functioning. Experiences are aimed at developing personal insights and leadership skills.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAD065 HUSBANDRY OF BIRDS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** To be advised

### VAD202 INDUSTRY INDUCTION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Calculation and Comprehension Skills; Trade Background; Occupational Health & Safety  
**Required Reading** To be advised  
**Nominal Hours** 38 Hours  
**Assessment** As per accredited curriculum

### VAD260 PLAYWRITING 2A

**Campus** To be advised  
**Prerequisite(s)** Highly recommended--Performance Writing 1A & Performance Writing 1B.  
**Content** The purpose of this module is to develop skills in writing for live performance. It focuses on the development of a one-act play from original idea to finished, fully workshopped product.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum

### VAD349 INTERNATIONAL ECONOMIC GEOGRAPHY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** World population and urbanisation issues and relationships to limited resources; Changing international relationships; Recent trends in work trade and business globalisation.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VAD363 INTERNATIONAL BUSINESS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** To provide an integrated treatment of theory and actual patterns and policies in international businesses; i.e. international trade, foreign direct investment and international finance.  
**Required Reading** To be advised  
**Nominal Hours** 51 Hours  
**Assessment** As per accredited curriculum
VAD520 INTRODUCTION TO SOCIAL AND COMMUNITY SERVICES

Campus: To be advised
Prerequisite(s): Nil
Content: Support for students in fulfilling written and verbal requirements for the course; Basic communication theory; Use of the ‘self’ in welfare work; Other communication skills specific to welfare work.

Required Reading: To be advised
Nominal Hours: 20-50 Hours
Assessment: A combination of assignments, case studies, presentations, attendance, tests practical field education tasks and observation of student performance.

VAD686 LAW FOR WELFARE WORK

Campus: To be advised
Prerequisite(s): Nil
Content: Introduction to relevant legislation; What constitutes a legal problem; The sources of law; How the law works; Accessing information; Legal functions of welfare work and practice.

Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: A combination of assignments, case studies, presentations, attendance, tests practical field education tasks and observation of student performance.

VAD695 LAYOUT/DESIGN 1

Campus: To be advised
Prerequisite(s): Nil
Content: Demonstrate principles of layout for signage; enlarge lettering and logos; draw basic alphabets; extend and condense lettering; prepare scale layouts; produce perspective drawings and isometric projections; mix and match colours; demonstrate basic colour theory

Required Reading: To be advised
Nominal Hours: 75 Hours
Assessment: As per accredited curriculum

VAD696 LAYOUT/DESIGN 2

Campus: To be advised
Prerequisite(s): VAD695
Content: Read and interpret job specifications; select and draw appropriate typefaces for given jobs; design sign layouts and logos; produce scale layouts; develop patterns and templates; explain the use of colour code systems in the Sign Industry; plan colour schemes for given jobs.

Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VAD728 EDITING 2A

Campus: To be advised
Prerequisite(s): VBK383 Editing 1A; VBK384 Editing 1B; VBK395 Role of the Editor
Content: The purpose of this module is to further develop the editing skills which were introduced in editing 1A & B. It applies these skills to the preparation of books and booklets from first draft to pre-print stage.

Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAD950 THE MARKETING CONCEPT

Campus: To be advised
Prerequisite(s): Nil
Content: Evolution of the marketing concept; Components and relationships between the strategic and marketing plan; Macro and micro environments; Marketing information systems; Consumer behaviour; Industrial markets and buyer behaviour; Market segmentation, targets, positioning and mix; International service and non-profit markets.

Required Reading: To be advised
Nominal Hours: 50-68 Hours
Assessment: A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies and practical exercises which simulate the conditions of workplace performance.

VAD964 DESIGN AND LAYOUT

Campus: To be advised
Prerequisite: Nil
Content: The purpose of this module is to introduce learners to basic processes of design and layout which are fundamental to all print production. It focuses on traditional applications which provide grounding for the software applications which provide grounding for the software applications covered in other modules.

Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE232 MULTICULTURALISM & ETHNIC RELATIONS IN AUSTRALIA

Campus: To be advised
Prerequisite(s): To be advised
Content: This elective examines the development of multiculturalism and multicultural policies and their implications for current and future developments in Australia’s political, social, educational and economic systems. It will also explore issues of racism, ethnocentrism, access and equity, participation and social justices as well as identify key strategies for community development.

Required Reading: To be advised
Nominal Hours: 64 Hours
Assessment: As per accredited curriculum

VAE272 NON FICTION 1A

Campus: To be advised
Prerequisite(s): Nil
Content: The purpose of this module is to develop skills in a range of non fiction writing tasks by applying principles of plain English, demonstrating economy of words and undertaking a range of research and interview tasks.

Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum
VAE273 NON FICTION PROJECT 2A

**Campus** To be advised  
**Content** Edit and compare a variety of examples of non fiction in workshops. Study techniques for verifying the topic, planning and writing chapters/titles/headings, using illustrations, through workshopping synopsis and chapters of non fiction book. Analysis of the market.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum

VAE281 NOVEL 1A

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** The purpose of this module is to introduce writers to the novel form. It develops basic novel writing techniques of construction and criticism and commences the construction of a novel to outline stage.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum

VAE282 NOVEL 2A

**Campus** To be advised  
**Prerequisite(s)** VAE281 Novel 1A & VAN039 Novel 1B or VAE363 Popular Fiction 1A & VAN044 Popular Fiction 1B  
**Content** The purpose of this module is to continue the development of the novel writing skills began in Novel 1A&1B. It introduces additional features of novel writing techniques and continues with workshopping experiences.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum

VAE344 CORPORATE WRITING 1A

**Campus** To be advised  
**Prerequisite(s)** 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

VAE333 OCCUPATIONAL HEALTH AND SAFETY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Identify the relevant Occupation Health & Safety Legislation requirements; state the precautions needed to prevent accidents and create a safe working environment; list the hazards associated with the use of toxic materials; identify types and causes of fires and specify appropriate extinguisher; identify safety requirements relating to electricity  
**Required Reading** To be advised  
**Nominal Hours** 16 Hours  
**Assessment** As per accredited curriculum

VAE361 OCCUPATIONAL HEALTH AND SAFETY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Correctly handle, apply and dispose of hazardous materials; identify and apply safety procedures for given job situations  
**Required Reading** To be advised  
**Nominal Hours** 14 Hours  
**Assessment** As per accredited curriculum

VAE451 ORGANISATIONAL BEHAVIOUR

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Behaviour of individuals, groups and organisations.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** A combination of one or more of the following: tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAE453 ORGANISATIONS AND MANAGEMENT

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Major concepts in organisation theory; Characteristics of Human Services organisations; Relation between the professional and the bureaucrat, change and the status quo.  
**Required Reading** To be advised  
**Nominal Hours** 40-60 Hours  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance

VAE502 OXY/ACETYLENE WELDING AND CUTTING

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Safety in Welding; Mild Steel Welding; Mild Steel Cutting; Lead Welding  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

VAE544 SCIENTIFIC/TECHNICAL WRITING 2

**Campus** To be advised  
**Prerequisite(s)** VBK382 Computer Skills for Writers & Editors; VAC412 Desktop Publishing 1. It is recommended that participants undertake VAA980 Desktop Publishing 2A & VAN029 Desktop Publishing 2B concurrently with or prior to this module.  
**Content** The purpose of this module is to develop skills in the characteristics of good reader-based writing for technical/scientific documentation.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum

VAE552 SCREENWRITING 1A

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** The purpose of this module is to develop the skills required to originate and develop a screenplay for both fiction and non fiction, and to examine preparation of proposals and synopses  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours; 1 Point  
**Assessment** As per accredited curriculum
VAE913 SHORT STORY 1A
Campus: To be advised
Prerequisite(s): Nil
Content: The purpose of this module is to develop skills in
workshopping and production of poetry within the historical and
contemporary context of arrangement of poetry styles and techniques.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE863 POPULAR FICTION 1A
Campus: To be advised
Prerequisite(s): Nil
Content: The purpose of this module is to introduce learners to the
popular fiction genres and the techniques for writing and
workshopping. Work is commenced on the drafting of a number of
pieces or writing in Popular Fiction 1A which may be further
expanded in Popular Fiction 1B into a major fiction writing project.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE919 PRACTICAL PLACEMENT
Campus: To be advised
Prerequisite(s): VAC474 Industry Overview 1
Content: The purpose of this module is to give learners experience in
the industry by means of a work experience placement.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VAE913 SHORT STORY 1B
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 skills required to
manage a small press publication. It focuses on the creativity of book
production. It includes liaison with authors, editorial control,
negotiations with printers and others involved in publishing decisions
and marketing and distribution knowledge.
Required Reading: To be advised
Nominal Hours: 136 Hours; 1 Point
Assessment: As per accredited curriculum

VAF171 PSYCHOLOGY 1
Campus: To be advised
Prerequisite(s): Nil
Content: Concepts of individual differences, human development,
personality theory, issues in psychotherapy, normality and abnormality.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: A combination of assignments, case studies,
presentations, attendance, tests practical field educations tasks and
observation of student performance.

VAF172 PSYCHOLOGY 2
Campus: To be advised
Prerequisite(s): Nil
Content: Concepts of individual differences, human development,
personality theory, issues in psychotherapy, normality and abnormality.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: A combination of assignments, case studies,
presentations, attendance, tests practical field educations tasks and
observation of student performance.

VAF176 PUBLIC RELATIONS RESEARCH
Campus: To be advised
Prerequisite(s): VAD470 Introduction to Market Research.
Content: A practical application of marketing research to a specific
Public Relations problem.
Required Reading: To be advised
Nominal Hours: 34 Hours
Assessment: A combination of one or more of the following tests,
written work (assignments and reports), presentations, projects, group
activities, case studies, and practical exercises which simulate the
conditions of workplace performance.

VAF399 RESEARCH
Campus: To be advised
Prerequisite(s): Nil
Content: A process-based research project which integrates skills,
knowledge and attitudes gained in Welfare Practice and Sociology,
Groupwork and Community Work.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: A combination of assignments, case studies,
presentations, attendance, tests practical field educations tasks and
observation of student performance.

VAF533 BRIDGING SCIENCE
Campus: To be advised
Prerequisite(s): Nil
Content: To be advised
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
### VAF569 SCREEN PRINTING

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Describe the screen printing process; identify materials and equipment associated with screen printing; set up and screen print multiple three colour prints on paper  
**Required Reading** To be advised  
**Nominal Hours** 18 Hours  
**Assessment** As per accredited curriculum

### VAF711 SIGN PREPARATION AND INSTALLATION

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Identify substrates common to sign industry; treat. Prepare and coat surfaces by brush, roller and spray; identify statutory controls governing scaffold, identify and select fasteners for particular signs; attach styrene foam graphics to sign backgrounds  
**Required Reading** To be advised  
**Nominal Hours** 44 Hours  
**Assessment** As per accredited curriculum

### VAF714 SIGNWRITING SKILLS

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Identify tools and equipment; practice brush skills; signwrite basic alphabets  
**Required Reading** To be advised  
**Nominal Hours** 104 Hours  
**Assessment** As per accredited curriculum

### VAF725 SIMPLE WASTE PIPE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Function of Waste Discharge Pipe Installation; The Trap; Components of Waste Discharge Pipe Installation; Approved Materials; Installation Requirements  
**Nominal Hours** 8 Hours  
**Assessment** As per accredited curriculum

### VAF741 SKILLS WORKSHOP 1 & 2

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Introduce specific knowledge and skills for welfare work, eg. street management, self maintenance of care givers, volunteers and volunteering, community involvement in service planning and management. Skills workshops are developed each year and are available in a variety of formats.  
**Required Reading** To be advised  
**Nominal Hours** 25 Hours each  
**Assessment** A combination of assignments, case studies, presentations, attendance, tests practical field educations tasks and observation of student performance.

### VAF762 SMALL DIAMETER PIPES AND TUBES

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Safe Work Practices; Measuring; Cutting; Mechanical Joints; Compression Joints; Capillary Joints – Soft Solder, Silver Solder; Solvent Welded Joints – Bending Spring, Mechanical Bender; Dissimilar Metals  
**Required Reading** To be advised  
**Nominal Hours** 12 Hours  
**Assessment** As per accredited curriculum

### VAF780 SOCIAL POLICY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** This subject explores the context, development and implementation of social policy in Australia. It examines the emerging definitions of social welfare, and how that relates to current models of social policy. It explores many of the current debates surrounding the role of the welfare state and other areas of contention including the public versus private domain in policy; universality versus selectivity; ethno specific vs. mainstream models of social policy delivery. Exploration of various policy areas examine the above issues, enabling exposure to a broad range of social policy content and processes and to provide the opportunity to examine participants’ own values in relation to the issues. The social, political and economic context impacts on social policy formulation, implementation and evaluation. This understanding of the contextual factors then becomes the basis for conduction policy analysis as an instrument for empowerment and social change and of effectively redressing the question of “who decides what for whom?”  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

### VAF799 THE PLUMBING INDUSTRY

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Provide knowledge of The Building Construction Industry; The Plumbing Services Industry; The work environment; The scope of the industry  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** As per accredited curriculum
VAG150 TECHNOLOGY/ BUSINESS SKILLS

Campus: To be advised
Prerequisite(s): Nil
Content: Identify basic elements of computer; understand and use the basic features of a computer application package; complete exercises on a computer package
Required Reading: To be advised
Nominal Hours: 33 Hours
Assessment: As per accredited curriculum

VAG344 TRADE CALCULATIONS

Campus: To be advised
Prerequisite(s): Nil
Content: Calculate trade related simple numerical problems
Required Reading: To be advised
Nominal Hours: 7 Hours
Assessment: As per accredited curriculum

VAG443 TRUST ACCOUNTING FOR LEGAL EXECUTIVES

Campus: To be advised
Prerequisite(s): VAD722 Legal Methods or equivalent, NAP719 Accounting for Non Accountants or equivalent.
Content: Accounting for trust funds; General office accounting systems; Introduction to computer and data processing systems.
Required Reading: To be advised
Nominal Hours: 51 Hours
Assessment: A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VAG679 WELFARE PRACTICE

Campus: To be advised
Prerequisite(s): VAG479 Welfare Practice.
Content: Critical understanding of the welfare worker's contradictory social functions; Understanding of possibilities and constraints with each client – worker situation.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VAG846 YOUTH ISSUES

Campus: To be advised
Prerequisite(s): To be advised
Content: Youth Issues Elective provides an introduction to a range of issues affecting young people and the role of the community development worker. It is aimed that the subject focus on the following: a radical alternative to the traditional concepts of 'youth'; an analysis of class, gender, ethnicity, ability, age, sexual preference, aboriginality and geographical location will underpin all topics in this elective; an analysis of the differing approaches and roles of Youth Workers and Community Development Workers.
Required Reading: To be advised
Nominal Hours: 64 Hours
Assessment: As per accredited curriculum

VAJ314 COOKER INSTALLATION

Campus: To be advised
Prerequisite(s): VAJ339; VAJ410; VAJ358; VAJ370
Content: Location of Cooker; Gas Connection; Electrical Connection; Ventilation of Cookers; Commissioning
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ327 APPLIANCE SERVICING

Campus: To be advised
Prerequisite(s): To be advised
Content: Hot Water Services, Storage; Instantaneous; Space Heaters; Central Heating Furnaces; Cookers
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VAJ334 CLOTHES WASHING MACHINE INSTALLATION

Campus: To be advised
Prerequisite(s): To be advised
Content: Water Supply; Methods of Connection to the Property Drain
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ335 COLLECTION AND STORAGE OF WATER SUPPLY FOR AN ISOLATED COUNTRY DWELLING

Campus: To be advised
Prerequisite(s): To be advised
Content: Catchment Sources – Roof, Ground Surface, Subterranean; Storage
Required Reading: To be advised
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum

VAJ339 COMBUSTION OF GASES AND FLAME ADJUSTMENT

Campus: To be advised
Prerequisite(s): To be advised
Content: Combustion of Gases; The Bunsen Burner; Recognition of Flame Zones; Bunsen Burners in Gas Appliances, and their Adjustment; Heat Value of Gases
Required Reading: To be advised
Nominal Hours: 4 Hours
Assessment: As per accredited curriculum
<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>VAJ340</td>
<td>COMMERCIAL AND INDUSTRIAL GAS SUPPLY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Commercial and Industrial Gas Supply; Gas Pipe Sizing; Design Principles; Materials and Jointing; Control Equipment; Purging; Commissioning</td>
<td>To be advised</td>
<td>26 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAJ341</td>
<td>CUTTING A BRANCH INTO AN EXISTING DRAIN</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Organisation Procedures; Excavation; Cutting the Branch; Installing the Branch; Testing the Installation; Backfilling the Excavation</td>
<td>To be advised</td>
<td>10 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAJ342</td>
<td>DESIGNING FLUSHING SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Types of Flushing Systems; Flush Valve System - Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Fixture; Cistern System – Storage Tank Design Requirements, Design of Service Pipe from Supply Tank to Cisterns</td>
<td>To be advised</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAJ343</td>
<td>DESIGNING SANITARY PLUMBING SYSTEMS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Fixtures; Fixture Traps; Methods of Protecting/Retaining Water Seals Trap Vents; The Ventilating Effect of the Discharge Stack; The Ventilating Effect of a Disconnector Gully; The Ventilating Effect of a Drain; Definition of a Stack; Fluid Flow in Stacks; Fluid Flows at the Base of Stacks; Foaming Zones; Offsets in Stacks; Form of Junctions to Stacks; Connection of Fixtures to Stacks; Systems of Plumbing – Fully Vented, Fully Ventilated (Modified), Single Stack – For Residential Buildings, Single Stack – for Commercial Buildings, Single Stack (Modified) for Commercial Buildings; Connection of Grease Interceptors</td>
<td>To be advised</td>
<td>45 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAJ344</td>
<td>FIXING ROOF COVER (CONCEALED FIXED METHOD)</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Materials; Calculating Quantities; Insulation; Installation Methods; Safe Working Procedure</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VAJ345</td>
<td>FIXING ROOF COVER (PIERCED FIXED METHOD)</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Materials; Calculating Quantities; Insulation; Installation Methods; Safe Working Procedure</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VAJ369 INSTALLING A GAS FIRED WARM AIR FURNANCE AND DUCTED SYSTEM
Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Selection and Placement of the Unit; Connection of Gas supply to the Unit; Installing the Air Distribution Systems; Installing the Air Distribution Registers; Balancing the Air Distribution System
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ370 NATURAL GAS FITTING LINE INSTALLATION
Campus To be advised
Prerequisite(s) To be advised
Content Available Gas Pressure; Application for Gas Service; Service Regulators; Meter Location; Use of Bonding Straps; Fitting Line Installation; Branch cut-Ins; Testing Gas Lines
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ371 OXY-ACETYLENE PIPE WELDING AND ARC WELDING OF MILD STEEL PLATE
Campus To be advised
Prerequisite(s) To be advised
Content Develop and maintain the following welding skills using Oxy-Acetylene equipment: Flat Butt Weld in 3mm Plate; Vertical Butt Weld in 3mm Plate; Run of Beads around a 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe located in a horizontal position and rotated during welding; Butt weld a joint in 40mm pipe in the fixed horizontal position. Develop and maintain the following welding skills using electric arc equipment: Run of beads on 8mm Plate; Pad Weld – 75mm Square; Fillet Weld on 8mm Plate
Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

VAJ372 PLAN READING & IDENTIFICATION OF IN-LINE EQUIPMENT ON WATER HEATING & VENTILATION SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Standard Symbols used on Drawings; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials
Required Reading To be advised
Nominal Hours 6 Hours
Assessment As per accredited curriculum

VAJ373 INSTALLING & TESTING A PROPERTY DRAIN
Campus To be advised
Prerequisite(s) To be advised
Content To be advised
Required Reading To be advised
Nominal Hours To be advised
Assessment As per accredited curriculum

VAJ378 RETICULATED SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Chilled Water Systems; Condenser Water Systems; Steam & Steam Condensate; Compressed Air; High Temperature Hot Water; Refrigeration
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VAJ379 FLOOR WASTE GULLY INSTALLATION (F.W.G.)
Campus To be advised
Prerequisite(s) To be advised
Content Use and Siting of F.W.G.; Fixture Connections to a F.W.G.; F.W.G. Connections to the Drain
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ380 INSTALLING CONCEALED ROOF GUTTERS
Campus To be advised
Prerequisite(s) To be advised
Content Roof Gutter Design; Roof Gutter Support; Prevention of Overflow; Downpipe Connections; Provision for Expansion
Required Reading To be advised
Nominal Hours 15 Hours
Assessment As per accredited curriculum

VAJ381 LOCATING AND CLEARING BLOCKAGES IN DRAINS
Campus To be advised
Prerequisite(s) To be advised
Content Causes and Prevention of Blockages; Blockage Location Procedures; Operation of Clearing Equipment
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ382 FLASHING PIPE PENETRATIONS THROUGH ROOFS
Campus To be advised
Prerequisite(s) To be advised
Content Types of flashing; Methods of Fastening and Sealing; Preparation of Joint Surfaces; Joint Design; Flashing Materials; Flashing Design for: Tiled Roofs, Pierced Fixed Roofs, Concealed Fixed Roofs, Fibrous Cement Sheet Roofs, Slate Roofs
Required Reading To be advised
Nominal Hours 16 Hours
Assessment As per accredited curriculum

VAJ383 ELECTRICITY AND ELECTRONICS IN GAS APPLIANCES
Campus To be advised
Prerequisite(s) To be advised
Content Electrical Safety – Awareness; Neon Tester; Test Plug; Multi-Meter; Basic Components – Fuses; Solenoids; Control Valves; Switches –on/off and limit; Thermostats; Transformers; Motors; Ignition Packs
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum
VAJ384 DESIGNING STORM WATER DRAINS
Campus: To be advised
Prerequisite(s): To be advised
Content: Materials; Stormwater Design; Construction Requirements; Testing of Stormwater Installations
Required Reading: To be advised
Nominal Hours: 15 Hours
Assessment: As per accredited curriculum

VAJ385 COMPONENT SERVICING
Campus: To be advised
Prerequisite(s): To be advised
Content: Systematic Testing; Safety Devices; Regulators; Control Valves; Thermostats; Gas Meters
Required Reading: To be advised
Nominal Hours: 38 Hours
Assessment: As per accredited curriculum

VAJ386 COMMISSIONING WATER AND AIR SYSTEMS
Campus: To be advised
Prerequisite(s): To be advised
Content: Commissioning Water Systems; Commissioning Air Systems
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ387 COMMISSIONING A GAS APPLIANCE
Campus: To be advised
Prerequisite(s): VAJ339; VAJ410; VAJ358
Content: Preparation; Using the Neon Tester; Using the Manometer; Combination Controls; Energy Cut Off Devices; Ignition Devices; Pilot Adjustment; Main Burner Adjustment; Explanation to Consumer
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ391 BATH INSTALLATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Bath Support; Flashing of Baths; Water Connection; Discharge Pipe Connections to the Drain
Required Reading: To be advised
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VAJ392 BASIN & BIDET INSTALLATION
Campus: To be advised
Prerequisite(s): To be advised
Content: Types of Basins and Bidets; Materials of Manufacture; Installation Requirements of Basins & Bidets; Connection between a basin and an existing Floor Waste Gully
Required Reading: To be advised
Nominal Hours: 19 Hours
Assessment: As per accredited curriculum

VAJ410 FLUEING OF GAS APPLIANCES
Campus: To be advised
Prerequisite(s): To be advised
Content: Reasons for Installing a Gas Flue; Movement of Gases Within a Flue Pipe; Condensation; Natural Draught Flue; Balanced Flue; Forced Draught Flue; Powered Flue
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum

VAJ411 IDENTIFICATION OF COMPONENTS OF MECHANICAL SERVICES EQUIPMENT
Campus: To be advised
Prerequisite(s): To be advised
Content: Boilers; Furnaces; Pumps (Centrifugal); Fans; Heating Coils; Cooling Coils; Filters; Expansion Tanks – Open, Closed; Valves; Dampers
Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

VAJ412 INDUSTRIAL ROOF COMPONENTS
Campus: To be advised
Prerequisite(s): To be advised
Content: Installation procedures for dome lights; Installation procedures for strip lights; Installation procedures for ridge vents; Installation procedures for natural vent components; Installation procedures for mechanical vent components; Installation procedures for heat, smoke and explosion
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VAJ413 INSTALLING DOWN-PIPES
Campus: To be advised
Prerequisite(s): To be advised
Content: Materials; Jointing Techniques; Support; Thermal Expansion; Disimilar Catchments; Sizing; Connections to Stormwater
Required Reading: To be advised
Nominal Hours: 12 Hours
Assessment: As per accredited curriculum

VAJ414 MAINS PRESSURE HOT WATER SERVICE INSTALLATION
Campus: To be advised
Prerequisite(s): VAJ339; VAJ410; VAJ358; VAJ370; VAJ387; VAJ560
Content: Types of Units Available; Cold Water Connection; Gas Connection; Provision for Relief; Installation of Relief Drain Pipe; Installation of Flue Pipe; Hot Water Connection; Commissioning
Required Reading: To be advised
Nominal Hours: 8 Hours
Assessment: As per accredited curriculum
<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>VAJ418</td>
<td>TRENCH SHORING</td>
<td>To be advised</td>
<td></td>
<td>Safety in Trenching Operations; Controlling Authorities; Purpose of Shoring; Selection of Shoring methods; Types of Shoring; Installation of Shoring</td>
<td>To be advised</td>
<td>20 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ419</td>
<td>LAYING A BELOW GROUND UNVENTED BRANCH DRAIN USING U.P.V.C. PIPE &amp; FITTINGS</td>
<td>To be advised</td>
<td></td>
<td>Ventilation Principles; Method of Connection to Vented Drain; Fixture Connections to Unvented Branch Drains; Excavation; Installing Drains; Testing Drains</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ420</td>
<td>INSTALLING EAVES GUTTERS</td>
<td>To be advised</td>
<td></td>
<td>Materials; Profiles; Fabrication of: Internal Angles, External Angles, Stop Ends, Return Stop Ends, Down-Pipe Outlets; Installation Procedure; Calculation of Material Quantities</td>
<td>To be advised</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ430</td>
<td>PLAN READING &amp; SITE ORGANISATION</td>
<td>To be advised</td>
<td></td>
<td>Standard Drawing Symbols; Types of Drawings; Using a Scale Rule; Tracing Pipelines and Listing Materials; Tracing Ducting and Listing Materials; Identify Of Services; On-Site Organisation; Liaising with other Trades</td>
<td>To be advised</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ431</td>
<td>INSTALLING A TWIN CYLINDER L.P.G. SYSTEM AND FITTING LINE</td>
<td>To be advised</td>
<td></td>
<td>Liquifiable Petroleum Gas (L.P.G.); components of L.P.G. System; Cylinder Installation Requirements; Installing Fitting Lines; Commissioning the L.P.G. System</td>
<td>V AJ339; VAJ410; VAJ358</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ432</td>
<td>INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE</td>
<td>To be advised</td>
<td></td>
<td>Mild Steel Sections for Supports; Pipe Supports</td>
<td>V AJ411; VAJ368; VAJ372; VAJ371</td>
<td>21 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ440</td>
<td>INSTALLING HEATING WATER SYSTEMS IN COPPER TUBE</td>
<td>To be advised</td>
<td></td>
<td>Copper Tube – Joints; Testing; Mild Steel Pipe</td>
<td>V AJ411; VAJ368; VAJ372</td>
<td>28 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ451</td>
<td>SINK &amp; TROUGH INSTALLATION</td>
<td>To be advised</td>
<td></td>
<td>Trap Seal Protection; Discharge Pipe Connections to the Drain; Provision for Expansion in U.P.V.C.; Types of Fixtures/Fixing and Flashing Methods; Water Connections</td>
<td>To be advised</td>
<td>21 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ461</td>
<td>WALL FURNACE INSTALLATION</td>
<td>To be advised</td>
<td></td>
<td>Classification and Operation of Heater; Preparation of Heater for Installation; Selection of Heater Position; Preparation of Wall Opening; Fluing; Gas Connection; Electrical Connection; Installation of Heater; Commissioning</td>
<td>V AJ339; VAJ410; VAJ358; VAJ370; VAJ387; VAJ382</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ462</td>
<td>FABRICATE BRANCHES INTO A 50MM DISCHARGE PIPE IN COPPER ALLOY</td>
<td>To be advised</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ463</td>
<td>OPERATION OF SINGLE DUCT AIRCONDITIONING SYSTEMS</td>
<td>To be advised</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VAJ464</td>
<td>INSTALLING HEATING WATER SYSTEMS IN MILD STEEL PIPE</td>
<td>To be advised</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>

464
VAJ464 MECHANICAL SERVICES EQUIPMENT

Campus To be advised
Prerequisite(s) To be advised
Content Heating & Cooling Coils; Pumps; Boilers; Large Air Handling Units; Fans; Small Air Handling Units; Filter Banks; Chillers; Cooling Towers; Evaporative Coolers; Heat Exchangers; Air Cooled Condensors; Calorifiers; Ventilation Grills; Air and Refrigeration Compressors; Humidifiers; Evaporative Condensers; Hot Air Furnaces
Required Reading To be advised
Nominal Hours 28 Hours
Assessment As per accredited curriculum

VAJ500 INSTALLATION OF ROOF COVER ON ROOF INTERSECTIONS

Campus To be advised
Prerequisite(s) To be advised
Content Roof Types; Valley Gutters; Marking and Cutting method for hips and valleys; Fitting Ridge and Hip Capping; Ridge Intersections – internal, external; Safe Work Practices
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VAJ501 SIZE & DESIGN OF INDUSTRIAL ROOF DRAINAGE COMPONENTS

Campus To be advised
Prerequisite(s) To be advised
Content Rainfall Intensity and its effect; Designing sumps and rainheads; Designing boxgutter expansion joints and covers; Designing a boxgutter support system; Selecting boxgutter and component materials; Sizing boxgutters, sumps, rainheads and downpipes; Designing overflow provision
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ502 WATER CLOSET INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Installing the Pan; Installing the Cistern; Discharge Pipe Connection to the Drain
Required Reading To be advised
Nominal Hours 13 Hours
Assessment As per accredited curriculum

VAJ503 INSTANTENEOUS H.W.S. INSTALLATION

Campus To be advised
Prerequisite(s) VAJ339; VAJ410; VAJ358; VAJ370
Content Types of Units Available and their operation; Location of Flued Heaters; Location of Balanced Flue Heaters; Cold Water Connection; Gas Connection; Hot Water Installation; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ504 SPACE HEATER INSTALLATION

Campus To be advised
Prerequisite(s) To be advised
Content Space Heater Operation; Space Heater Location and Size; Flueing Requirements; Gas Connection; Electrical Connection; Commissioning
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum
VAJ560 INSTALLING A WATER SERVICE MAIN TO METER
Campus To be advised
Prerequisite(s) To be advised
Content Safety Public and Personal; Location of Road Conduits; Location of the Water Main; Location of Other Services; Excavation; Tapping Hole, Size and Location; Tapping the Main; Approved Materials for Service Pipe Lines; Positioning and Fixing the Meter; Electrolysis – Effect and Prevention
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VAJ558 SOLAR HEATING FOR DOMESTIC HOT WATER SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Principles of Solar Heating – Active Systems, Passive Systems; Systems that are Commercially Available; Component Parts of the Systems; Types of Installations in Buildings; Commissioning
Required Reading To be advised
Nominal Hours 8 Hours
Assessment As per accredited curriculum

VAJ580 WORD PROCESSING
Campus To be advised
Prerequisite(s) Nil
Content To type a one page letter to a set standard. This will enable the students to have a basic knowledge of work processing so that they may improve their skill in written communication
Required Reading To be advised
Nominal Hours 2 Hours
Assessment As per accredited curriculum

VAJ561 THE ROLE OF EMPLOYERS AND EMPLOYEES
Campus To be advised
Prerequisite(s) Nil
Content To provide the knowledge of the rights and responsibilities of employer and employees
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ562 LOW PRESSURE HOT WATER SERVICE AND COLD WATER STORAGE TANK INSTALLATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Operation of Heater; Selection of Heater or Tank Position; Hot Water Service Pipe Installation; Electrical Connection; Commissioning of Unit; Purpose and Use of Storage Tanks; Installation of Storage Tank Assembly; Overflows; Tank Outlet; Water Supply to Tank; Commissioning2ew
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VAJ620 POLITICS OF DISABLEMENT
Campus To be advised
Prerequisite(s) To be advised
Content The contents and teaching of this subject will take into account issues of gender, race, ethnicity, Aboriginal/Islander descent, age, sexual preference, class and their interrelationship with having a disability. This subject aims to challenge common beliefs held by society and individuals about people who have a disability. This elective also aims to refocus the attention from the individual begin the issue or problem, to recognising that "disability issues' are in fact inherent in capitalist and patriarchal society. This elective stresses the community development worker challenging the way that society does things for people who have a disability, doing what they think is best, or not doing anything at all. Supporting real change in which people with disabilities can own the process and results.
Required Reading To be advised
Nominal Hours 64 Hours
Assessment As per accredited curriculum

VAJ621 ISSUES IN CHILD PROTECTION 2
Campus To be advised
Prerequisite(s) To be advised
Content Most social welfare workers will come into contact with situations of child abuse at some stage in their working lives - either as a statutory employee or in a community based setting. Mandatory reporting of child abuse is now legislated in Victoria; workers now have statutory responsibilities irrespective of their employer. Social welfare workers are often in the position of developing relationships with families in the early stages of abusive behaviours, and are well placed to support the development of alternative parenting practices and processes which may ultimately divert a family from the statutory system. Social welfare workers often operate with other agencies as part of a case management team; they can be more effective if they are aware of the complexities and strategies available for working with abusive families. In order to be effective in these diverse situations, social welfare workers will need both a professional understanding of child abuse, and a personal understanding of how to conduct themselves in the most effective manner to achieve change. This module builds further on the knowledge, skills and competencies gained in Issues in Child Protection 1, with an emphasis in progress from 'understanding' to 'intervening'. The group of topics covered in Unit 2 seek to answer the core questions; 'Must I intervene?', 'How can I intervene?', 'How do others intervene?', 'How do I notice and monitor change?'. The focus of this module is on the abuse of children. Adolescent issues are different and require specialist knowledge and skills. They are covered in the double elective, Youth Issues of this associate diploma.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VAJ623 FAMILY VIOLENCE B
Campus To be advised
Prerequisite(s) To be advised
Content The elective has been written in a developmental way--Part 'B' builds on Part 'A'. There is also potential to develop additional more advanced, specific or theoretical components. Part 'B' relates specifically to workers who provide direct services to those who have experienced family violence.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</th>
<th>Content</th>
<th>Required Reading</th>
<th>Nominal Hours</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VAJ921 CONSUMER LAW AND ADVOCACY</strong></td>
<td>The purpose of this module is to provide a thorough overview of consumer advocacy and financial counselling in the context of the justice system, to critically examine the structural nature of the issues in which consumer advocates work, and develop skills and knowledge to enable community justice workers to broaden their practice of community justice work. This module examines the framework of consumer law as it currently exists and provides students with advocacy and casework skills to manage individual problems as they arise within the justice system.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>VAK602 FIELD PLACEMENT 4 - WORK ENVIRONMENT - PLANNING AND ORGANISING</strong></td>
<td>The purpose of this module is to provide participants with the knowledge, skills, and experience required to perform the middle level management tasks related to staffing a host organisation.</td>
<td>To be advised</td>
<td>38 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>VAL651 SHERIFF AUTHORITY AND FUNCTION</strong></td>
<td>To familiarise the student with the authority and function of the Sheriff. Students should also be familiar with the Courts system, the Sheriff's role in the executive of Court orders and the provision of Jurors.</td>
<td>To be advised</td>
<td>54 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>VAJ949 Foundations of Law 1.</strong></td>
<td>The purpose of this module is to develop skills in writing and presentation 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>Nil</td>
<td>48-68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>VAL689 SOCIOLOGY</strong></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>To be advised</td>
<td>68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>VAM131 WRITING FOR YOUNG ADULTS</strong></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>Nil</td>
<td>68 Hours; 1 Point</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>VAJ949 Foundations of Law 1.</strong></td>
<td>The purpose of this module is to develop skills in writing and presentation 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>Nil</td>
<td>48-68 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VAN028 CORPORATE WRITING 2B  
Campus To be advised  
Prerequisite(s) VAA910 Corporate Writing 2A.  
Content The purpose of this module is to further develop the skills of corporate writing begun in Corporate Writing 2A. It applies those skills to the production of materials for a publicity campaign.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN029 DESKTOP PUBLISHING 2B  
Campus To be advised  
Prerequisite(s) VAA980 Desktop Publishing 2A.  
Content The purpose of this module is to continue development of desktop publishing skills begun in previous modules. It also introduces the skill of working with colour and preparing material for a bureau.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN031 MYTHS AND SYMBOLS B  
Campus To be advised  
Prerequisite(s) VAB933 Myths and Symbols A  
Content The purpose of this module is to examine the nature and function of symbols and to develop skills in the use of symbols and symbolism in creative writing.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN032 PLAYWRITING 2B  
Campus To be advised  
Prerequisite(s) VAD260 Playwriting 2A.  
Content The purpose of this module is to further develop skills in writing for live performance begun in Playwriting 2A. Participants construct a full length play to industry standard, and investigate industry contacts and performance possibilities.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN035 EDITING 2B  
Campus To be advised  
Prerequisite(s) VAD728 Editing 2A.  
Content The purpose of this module is to further develop the editing skills which were introduced in Editing 2A. It applies these skills to the preparation of commercial documents from first draft to pre-print stage; This module focuses on corporate material such as magazines, advertising copy, newspapers and annual reports.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN036 NON FICTION 1B  
Campus To be advised  
Prerequisite(s) VAE272 Non Fiction 1A.  
Content The purpose of this module is to identify and demonstrate skills necessary for the reporting of events/publications, research the range of markets and marketing techniques and develop awareness of legal and ethical considerations in the nonfiction writing industry.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN037 NON FICTION PROJECT 2B  
Campus To be advised  
Prerequisite(s) VAE273 Non Fiction Project 2A.  
Content The purpose of this module is to identify viable publishing opportunities in the non-fiction book market and complete an extended piece of non-fiction.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN038 NON FICTION PROJECT 2B  
Campus To be advised  
Prerequisite(s) VAE281 Novel 1A OR VBA385 Introduction to Fiction Writing 1  
Content The purpose of this module is to continue the development of novel writing skills begun in Novel 1A. It expands a story outline to first draft stage and begins a consideration of markets and industry standards.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN039 NOVEL 1B  
Campus To be advised  
Prerequisite(s) VAE282 Novel 2A  
Content The purpose of this module is to continue the development of novel writing skills begun in Novel 2A; It completes the process of workshoppeing, editing and production of a novel to published standard.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN040 NOVEL 2B  
Campus To be advised  
Prerequisite(s) VAE344 Corporate Writing 1A.  
Content The purpose of this module is to analyse the principles and uses of a variety of commercial writing styles.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN041 CORPORATE WRITING 1B  
Campus To be advised  
Prerequisite(s) VAA273 Non Fiction Project 2A.  
Content The purpose of this module is to identify viable publishing opportunities in the non-fiction book market and complete an extended piece of non-fiction.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN042 SCREENWRITING 1B  
Campus To be advised  
Prerequisite(s) VAE552 Screenwriting 1A.  
Content The purpose of this module is to further develop the skills of screenplay writing which were introduced in Screenplay Writing 1A, with an emphasis on television formats and an extended screenwriting project.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum

VAN043 POETRY 1B  
Campus To be advised  
Prerequisite(s) VAE381 Poetry 1A.  
Content The purpose of this module is to develop a sustained voice in poetry produced to specified standard and presented in a public forum.  
Required Reading To be advised  
Nominal Hours 68 Hours; 1 Point  
Assessment As per accredited curriculum
### VAN044 POPULAR FICTION 1B
- **Campus**: To be advised
- **Prerequisite(s)**: VAE863 Popular Fiction 1A OR VBK385 Introduction to Fiction Writing 1.
- **Content**: The purpose of this module is to continue the development of novel writing skills begun in Popular Fiction 1A; it expands a story outline and/or initial chapters to first draft stage and considers markets and industry standards.
- **Required Reading**: To be advised
- **Nominal Hours**: 68 Hours; 1 Point
- **Assessment**: As per accredited curriculum

### VB06 ELECTRIC WELDING
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Safety in Arc Welding; Setting up the Arc Welder; Welding a run of Beads
- **Required Reading**: To be advised
- **Nominal Hours**: 16 Hours
- **Assessment**: As per accredited curriculum

### VBA033 PRINTING INDUSTRY STRUCTURE & METHODS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Overview of the structure, mode of operation and skill areas in the Printing Industry, including trends and future directions of the industry; Understanding the industry standard for Desktop Publishing copy and artwork.
- **Required Reading**: To be advised
- **Nominal Hours**: 12 Hours
- **Assessment**: As per accredited curriculum

### VBA04 INTRODUCTION TO PERSONAL COMPUTERS
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Use personal computers, on both the IBM and Macintosh platforms, with emphasis on computer operations and software applications.
- **Required Reading**: To be advised
- **Nominal Hours**: 36 Hours
- **Assessment**: As per accredited curriculum

### VBA07 TEXT & GRAPHIC MANIPULATION (PAGEMAKER/QUARKXPRESS)
- **Campus**: To be advised
- **Prerequisite(s)**: To be advised
- **Content**: Initiate electronic page assembly using desktop publishing currently available to the graphic arts industry.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: As per accredited curriculum

### VBA08 IMAGE INPUT - SCANNING 1 (TONE REPRODUCTION)
- **Campus**: St Albans.
- **Prerequisite(s)**: VBA033 Printing Industry Structure and Methods, VBA034 Introduction to Personal Computers, VBA049 Typography and Layout for Electronic Publishing.
- **Content**: Scanning line, continuous tone and previously screened monochrome copy producing output which conforms to established reproduction and electronic media specifications.
- **Required Reading**: To be advised
- **Nominal Hours**: 40 Hours
- **Assessment**: A combination of tests, assignments and presentations may be used.
VBA039 Graphic Manipulation (Photoshop)

Campus: To be advised
Prerequisite(s): To be advised
Content: Image manipulation and merging techniques to utilise graphics software and perform advanced image manipulation/merging for advanced reproduction.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBA040 Illustration Application (Illustrator/CorelDraw)

Campus: To be advised
Prerequisite(s): To be advised
Content: Create a range of illustrations in Illustrator and CorelDraw.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBA041 System Management 1

Campus: St Albans.
Prerequisite(s): Nil
Content: Configure a computer workstation to enable the manipulation of images suitable for the graphic arts.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA043 Binding and Finishing Techniques

Campus: St Albans.
Prerequisite(s): Nil
Content: Plan a range of post-press tasks including: guillotining, folding, hot foil stamping, adhesive binding, stitching/trimming, embossing, miscellaneous matching.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA044 Colour Measurement Application

Campus: St Albans.
Prerequisite(s): Nil
Content: Perform colour measurement tasks using a variety of instruments in a broad range of industrial settings.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA045 System Management 2

Campus: St Albans.
Prerequisite(s): VBA041 System Management 1.
Content: Manage multiple computer workstations in a local area network environment to enable integration of a multiple number of platforms used in the Pre-press industry.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA046 Image Input - Scanning 2 (Colour Reproduction)

Campus: St Albans.
Prerequisite(s): VBA038 Image Input – Scanning 1.
Content: Produce colour separated images by electronic scanner, to suit average printing conditions, proofed and evaluated to the original and reproduction specifications.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA047 Advanced Typography (Book Production)

Campus: St Albans.
Prerequisite(s): VBA036 Typography and Layout for Electronic Publishing.
Content: Produce complex pagination electronically which complies with established graphic arts industry standards.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA048 Electronic Image Assembly - Text and Graphics

Campus: St Albans.
Prerequisite(s): VBA039 Graphic Manipulation.
Content: High-end and desktop pagination technology; Pre-plan, create, manipulate and output final pages; Incorporating text and graphic elements.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA049 Introduction to Small Business

Campus: St Albans.
Prerequisite(s): Nil
Content: Small Business Management Competency Standards; Identify business opportunities; Establish market demand; Research regulatory and statutory requirements; Procure planned resource requirements.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: A combination of tests, assignments and presentations may be used.

VBA228 Husbandry of Native Animals

Campus: To be advised
Prerequisite(s): To be advised
Content: Identification of native marsupials, housing and feeding requirements.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: A combination of tests, assignments and presentations may be used.
VBA229 REPTILE AND AMPHIBIAN CARE
Campus To be advised
Prerequisite(s) To be advised
Content Identification of various reptiles and amphibians, housing and feeding requirements.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA230 FISH HEALTH
Campus To be advised
Prerequisite(s) To be advised
Content Set up and maintenance of a fish environment, recognition and treatment of stress and disease in fish.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA232 DOG AND CAT BREEDING
Campus To be advised
Prerequisite(s) To be advised
Content Control of breeding in cats and dogs, provide care and support for the dam and offspring.
Required Reading To be advised
Nominal Hours 25 Hours
Assessment As per accredited curriculum

VBA233 PET SHOP MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Stock control and pet shop maintenance, customer service.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA234 FUNERAL SERVICE
Campus To be advised
Prerequisite(s) To be advised
Content Understand the funeral service.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA235 INTRODUCTION TO EMBALMING
Campus To be advised
Prerequisite(s) To be advised
Content Mortuary practices in embalming and reasons for embalming both past and to the present day.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA236 EMBALMING CHEMICALS
Campus To be advised
Prerequisite(s) To be advised
Content Chemicals and their potential hazards in embalming including handling techniques, mixing chemicals for given applications and operating the embalming machine.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBA271 DEATH: AGONAL AND POST MORTEM CHANGES
Campus To be advised
Prerequisite(s) To be advised
Content Test for death; Recognise the state of death; Understand the physiological and chemical changes that occur in the human body.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA272 ANATOMY I
Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe the functions of the human skeleton, muscles, respiratory and digestive systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA273 ANATOMY II
Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe the functions of urinary, reproductive, endocrine and nervous systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA274 ANATOMY III
Campus To be advised
Prerequisite(s) To be advised
Content Identify and describe the functions of special senses, cardiovascular and lymphatic system, skin and its appendages.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA275 ANATOMICAL CONSIDERATIONS AND SITES FOR EMBALMING
Campus To be advised
Prerequisite(s) To be advised
Content Identify and locate the range of human body vessels used for embalming a variety of body conditions, autopsied and non-autopsied.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA276 CASE ANALYSIS: CHEMICAL DISTRIBUTION
Campus To be advised
Prerequisite(s) To be advised
Content Ascertain the body condition; Classify the body into appropriate categories; Conduct a range of case analyses for embalming; Evaluate the effectiveness of embalming procedures on the body areas.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum
<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>VBA277</td>
<td>CASE ANALYSIS: AUTOPSIED AND NON-AUTOPSIED</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Prepare and embalm non-autopsied and autopsied cases.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA278</td>
<td>CAVITY EMBALMING</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Perform a range of different cavity treatment procedures.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA279</td>
<td>PRACTICUM</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Reinforce and practice the knowledge and skills gained, in all aspects of embalming, to competently perform the duties and tasks of a qualified embalmer, in accordance with funeral industry policies and procedures.</td>
<td>To be advised</td>
<td>300 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBA294</td>
<td>RESEARCH SKILLS 1</td>
<td>To be advised</td>
<td>Nil</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>Nil</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>Nil</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>Nil</td>
<td>Recognising and reporting hazards dealing with accidents; Fire and emergencies; Participating in OH&amp;S 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>Nil</td>
<td>The role of technicians, pharmacists and other hospital staff; 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>Nil</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>Nil</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>Nil</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>Nil</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>
</tbody>
</table>
VBA342 NON-Sterile Manufacturing
Campus To be advised
Prerequisite(s) Nil
Content NCCTG Standards, fundamental requirements of equipment and personnel, manufacturing and packaging of drugs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA343 Sterile Manufacturing
Campus To be advised
Prerequisite(s) Nil
Content Basic microbiological concepts, NCCTG Standards, aseptic techniques, preparation, packaging and sterilisation of drugs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBA344 Cytotoxic Drugs
Campus To be advised
Prerequisite(s) Nil
Content Terminology and equipment used, clean room requirements, aseptic preparation, dealing with spills, safety procedures, disposal of cytotoxic drugs.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

VBA345 Dispensing
Campus To be advised
Prerequisite(s) Nil
Content The dispensing process, reading and interpreting prescriptions, preparation of labels, counting and measuring and packaging medications.
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VBA346 Hospital Pharmacy Tour
Campus To be advised
Prerequisite(s) Nil
Content Comparative techniques and equipment, OH&S and waste management of host institutions, quality practices, stock handling and storage. Students will be required to attend an excursion around Victorian hospitals over a 3 day period.
Required Reading To be advised
Nominal Hours 26 Hours
Assessment As per accredited curriculum

VBA339 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

VBA382 OHS
Campus To be advised
Prerequisite(s) To be advised
Content Monitor O.H. & S. matters; Infection control; Manage workplace accident or incident and appropriate preventative strategies inline with the enterprise and OH&S safety procedures and guidelines.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBA604 Personal Grief Management in the Workplace
Campus To be advised
Prerequisite(s) To be advised
Content Recognise and respond to personal grief reactions and those of other workers.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBA891 Training on the Job
Campus To be advised
Prerequisite(s) To be advised
Content To conduct structured on the job training to small groups of workers.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

VBB223 Introduction to the Internet
Campus Sunshine, Werribee, Melton, Footscray Nicholson.
Prerequisite(s) Basic Keyboard Skills, Basic Computer Skills.
Content Access and retrieve information from the Internet; Participate in on-line discussions; Discuss the impact and future of the “Information Super Highway”
Required Reading To be advised
Nominal Hours 20 Hours
Assessment Short answer, practical, assignments.
VBC392 COMPUTERISED BOOKKEEPING FOR SMALL BUSINESS

Campus To be advised
Prerequisite(s) To be advised
Content Choose an appropriate computer software accounting package; Utilise a database to meet business needs; Set up the receivables (debtors) accounts; Set up the payables (creditors) accounts; Set up a stocks inventory; Generate sales invoices for goods or services sold; Use the receivable accounts functions; Use the appropriate functions to record purchases by a business; Use the inventory function; Generate reports specific to a business; Process other cash payments and cash receipts, and prepare a bank reconciliation statement; Set up a payroll; Use a payroll.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBC695 NUMERACY AND MATHEMATICS III

Campus To be advised
Prerequisite(s) To be advised
Content The curriculum is designed to extend students with a sound knowledge of basic maths who may need extended maths skills either for further study or work. A thematic curriculum approach is used which allows the skills identified in the Numeracy and Mathematics streams to be developed. practical exercises.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBC898 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

VBD266 RESTRICTIVE TRADE PRACTICES

Campus To be advised
Prerequisite(s) To be advised
Content Purpose and development of the Trade Practices Act; Structure and role of the Australian Competition and Consumer Commission; Market, market power and competition; Prohibited contracts, arrangements and understandings; Secondary boycotts; Misuse of market power; Resale price maintenance; Mergers; Exceptions from the Act; Authorisation of certain forms of conduct.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD217 PROBATE AND ADMINISTRATION

Campus To be advised
Prerequisite(s) To be advised
Content The law relating to wills; Caveats and contesting the validity of a will; The testators Family Maintenance Provisions; The administration and Probate Act and Intestate estates; The duties of executors, trustees and bankers; Obtaining a grant of probate and letter of administration.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD204 LEGAL ASPECTS OF INTERNATIONAL COMMERCE

Campus To be advised
Prerequisite(s) To be advised
Content International treaties and conventions; The Law of Agency; Business Enterprises; Representatives Abroad; The Sale of Goods on the Australian Market Place; The resolution of International Trade Disputes and the International Arbitration Act; The Vienna Convention on the International Sales of Goods; The Customs Act, The carriage of goods by sea and air; The Navigation Act, Transport Law.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

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; Mortgages and
Mortgagors rights and obligations; Priorities amongst mortgages;
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
compendibility of witness; Opinion evidence; Evidence of character;
Corroboration; Preparation for trial; Evidence Act 1995
(Commonwealth).
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD234 CRIMINAL LAW
Campus To be advised
Prerequisite(s) To be advised
Content The concept of crime; Criminal procedure in Victoria;
Homicide; Murder and Manslaughter; Assault and sexual offences;
Defences; Participation in crime and attempts; Property offences; Strict
liability offences.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD235 LAW OF CONTRACT
Campus To be advised
Prerequisite(s) To be advised
Content Nature of contracts; Agreement; Intention to create legal
relations; Consideration and estoppel; The terms of a contract and
types of contracts; Capacity to contract; Defective contracts lacking
consent; Illegal and void contracts; Privity of contract and assignment
of contract; Discharge of contract; Remedies for breach of contract.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD236 PROPERTY LAW
Campus To be advised
Prerequisite(s) To be advised
Content Property, land holdings and transfer; Real estate holdings;
Proving the existence of Estates in Land; The General or Common
Law Holding; The Torrens System; Adverse Possession; Estates of
Certain Duration; Mortgages; Easements and Covenants.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD237 LAW OF TORTS
Campus To be advised
Prerequisite(s) To be advised
Content Law of Tort; Interference with another person; Negligence;
Negligent misrepresentation and nervous shock; Public and private
nuisance; Conversion; Liability; No-fault compensation.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD238 LEGAL PROCESS
Campus To be advised
Prerequisite(s) To be advised
Content Sources of Australian Law; Australia's federal system of
government; Resolving disputes in the legal system; The trial process;
Alternative dispute resolution; Judicial law making; Legislation;
Interpretation of legislation; Finding sources of legal information.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBD239 CIVIL PROCEDURE
Campus To be advised
Prerequisite(s) To be advised
Content Court structure in Victoria; Rules of procedure; Conduct of a
Supreme Court action; Conduct of a County Court action; Pleadings;
Interlocutory proceeding.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum
**VBD266 THE CONVEYANCING PROCESS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Revision of the law of Contract; Formality required to achieve a binding contract for the sale of land; Terms commonly implied or expressed in a contract for the sale of land; Statutory intervention in contracts for the sale of land; The Sale of Land Act 1962; Estate Agents Act 1980; Secret Commissions by Agents; Domestic Building Contracts and Tribunal Act 1995; Trade Practices Act (Commonwealth) 1974; Fair Trading Act 1985; Investigation of title and quality of the land.

**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

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**VBD264 ELECTRONIC IMAGING 2**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Application of industry-relevant digital imaging software to produce computer generated design and artwork for 2D print media. Application of conceptual skills and techniques to create design solutions and creatively manipulate and present visual information as well as develop a practical knowledge of digital photographic imaging.

**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** Students must demonstrate that they are competent in each learning outcome before a module is completed. Each learning outcome will require one or more of the following assessment methods: group activities, written and oral tests, presentations, assignments, projects, case studies and practical exercises which simulate the conditions of the workplace.

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**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

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**VBD267 ORGANIC CHEMISTRY AND PROPERTIES OF MATERIALS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Hydrocarbons, Isomerism, Functional Groups, IUPAC Naming, Properties and Structure of Liquids and Solids.

**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

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**VBD270 WAVES AND OPTICS**

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Transverse and longitudinal waves, Relationship between velocity, frequency and wavelength, Amplitude, period and phase, Light intensity, Electromagnetic spectrum, Lasers, Reflection and refraction, Snell’s law of Refraction; Critical angle and total internal reflection, Optical fibres; Image formation using plane and concave mirrors and convex lenses.

**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum
VBD731 KINEMATICS
Campus: To be advised
Prerequisite(s): To be advised
Content: Position, displacement and distance, Velocity, speed, acceleration for linear motion, Constant velocity and constant acceleration situations, Position, velocity and acceleration versus time graphs, Vector and scalar quantities, Vector components, Addition and subtraction of vectors, Relative velocities.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD732 DYNAMICS AND ENERGY
Campus: To be advised
Prerequisite(s): To be advised
Content: Static Electricity, Charge, Current, Coulomb's law, Conventional current; Conductors and Insulators, Potential difference and electromotive force; Resistance, Ohm's law, Power, Series and parallel circuits, Multimeters; Electromagnetism, Alternating current, Generators, motors and transformers; Power transmission, Domestic electric supply and safety
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD733 ELECTRICITY
Campus: To be advised
Prerequisite(s): To be advised
Content: Static Electricity, Charge, Current, Coulomb's law, Conventional current; Conductors and Insulators, Potential difference and electromotive force; Resistance, Ohm's law, Power, Series and parallel circuits, Multimeters; Electromagnetism, Alternating current, Generators, motors and transformers; Power transmission, Domestic electric supply and safety
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD734 CELL BIOLOGY
Campus: To be advised
Prerequisite(s): To be advised
Content: Characteristics of living things, Cells, Cellular processes, Cell production; Microscopy, Slide preparation and scientific sketching techniques.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD735 HUMAN ANATOMY AND PHYSIOLOGY
Campus: To be advised
Prerequisite(s): To be advised
Content: At the discretion of the instructor it is recommended that a minimum of five body systems from the attached list be selected, with the reproductive system being the only compulsory inclusion: anatomical structures and their physiological functions in the following: Endocrine system, Circulatory system, Digestive system, Excretory system Respiratory system, Muscular system, Skeletal system, Reproductive system; Nervous system.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD736 INTRODUCTORY GENETICS
Campus: To be advised
Prerequisite(s): To be advised
Content: Recall and explain key elements of genetically-related phenomena including DNA structure, function and replication, chromosomes, genes, protein synthesis, human karyotyping, sex determination and causes of mutation to identify state and apply where appropriate the Mendelian laws governing pattern of genetic inheritance human inheritance and pedigree analysis.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD737 ENVIRONMENTAL SCIENCE
Campus: To be advised
Prerequisite(s): To be advised
Content: Taxonomy of plants and animals including scientific definition of species; General characteristics of ecosystems – abiotic and biotic features; Energy flow through aquatic, terrestrial and marine ecosystems: food chain and web relationships between species and nutrient recycling; Major ecological problems and solutions involving human activities; Water quality testing skills and procedures; Application of water testing procedures in the field.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBD738 PREPARATORY MATHEMATICS
Campus: To be advised
Prerequisite(s): To be advised
Content: Fractions and decimals, ratio, proportion and percent; mensuration and basic indices
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBD739 INTRODUCTORY MATHEMATICS FOR SCIENCE
Campus: To be advised
Prerequisite(s): To be advised
Content: Notation and errors, linear equations, introduction to graphs.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBD740 MATHEMATICS 1
Campus: To be advised
Prerequisite(s): To be advised
Content: Basic set notation, formulae and equations, polynomials; introduction to trigonometry, indices.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD741 MATHEMATICS 2
Campus: To be advised
Prerequisite(s): To be advised
Content: Measurement and basic trigonometric graphs, functions and their graphs; exponents and basic logarithms, descriptive statistics.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum
VBD742 MATHEMATICS EXTENSION 1
Campus: To be advised
Prerequisite(s): To be advised
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD743 MATHEMATICS EXTENSION 2
Campus: To be advised
Prerequisite(s): To be advised
Content: Circular Functions and Graphs, Trigonometry to Vectors; Introduction to Vectors, Sequences and Series, Integral Calculus.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD744 MATHEMATICS EXTENSION 3
Campus: To be advised
Prerequisite(s): To be advised
Content: Matrices, Logarithms and Exponential Equations, Trigonometric Equations; Statistics – Binomial Distributions, Further Calculus.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBD745 STUDY SKILLS
Campus: To be advised
Prerequisite(s): To be advised
Content: Different learning styles, Learning environments, Learning strategies; Effective work planning, strategies to improve work planning; Benefits of developing efficient reading, listening and note taking skills; Strategies to develop efficient skills and gathering skills.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBD746 READING AND WRITING FOR SCIENCE
Campus: To be advised
Prerequisite(s): To be advised
Content: Text, Skills to assist with reading and comprehending; Summarising skills, Flow chart; Written paragraph, Essay writing skills, Technical writing skills and strategies.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

VBE625 COMMUNICATION IN THE MODELLING INDUSTRY
Campus: City King
Prerequisite(s): Nil
Content: Effective communication techniques; Effective communication techniques using technology; Strategies to deal with challenging situations.
Required Reading: To be advised
Nominal Hours: 17 Hours
Assessment: As per accredited curriculum

VBE626 WORKING IN THE MODELLING INDUSTRY
Campus: City King
Prerequisite(s): Nil
Content: The nature of work for a model; The rights and responsibilities of employers and employees; Principles and implementation of awards and enterprise agreements; Equal opportunity and anti-discrimination; Financial and business requirements; Safe working practices.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBE627 LIFESTYLE AND HEALTH FOR THE MODEL
Campus: City King
Prerequisite(s): Nil
Content: Personal skin care routine for the face and body; The relationship between exercise, physical fitness and health and the professional reasons for maintaining health and fitness; Principles of nutrition to personal food selection.
Required Reading: To be advised
Nominal Hours: 9 Hours
Assessment: As per accredited curriculum

VBE628 THE FASHION INDUSTRY
Campus: City King
Prerequisite(s): Nil
Content: The history of fashion; Figure type and other personal attributes and fashion.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VBE629 SELECTION AND CARE OF FASHION GARMENTS FOR THE MODEL
Campus: City King
Prerequisite(s): VBE626 Working in the Modelling Industry.
Content: Fabrics, their maintenance and use; Basic garment care and maintenance techniques; The role and function of a 'dresser'.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VBE630 IMAGE MAKING FOR THE MODELLING ASSIGNMENT - MAKEUP
Campus: City King
Prerequisite(s): VBE626 Working in the Modelling Industry.
Content: The application of make-up; A make-up plan; Make-up for a range of situations; Safe and effective removal of make-up.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

VBE631 IMAGE MAKING FOR THE MODELLING ASSIGNMENT - HAIR
Campus: City King
Prerequisite(s): VBE626 Working in the Modelling Industry.
Content: Products and equipment suited to preparing hair for styling; A hairstyle which complements a range of fashion images; Hairstyle to meet a range of fashion looks.
Required Reading: To be advised
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum
<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>VBE632</td>
<td>IMAGE MAKING FOR THE MODELLING ASSIGNMENT - NAILS</td>
<td>City King</td>
<td>VBE626 Working in the Modelling Industry.</td>
<td>Care for and present feet and hands professionally; Manicure/pedicure techniques.</td>
<td>To be advised</td>
<td>9 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBE633</td>
<td>TECHNIQUES FOR CATWALK MODELLING</td>
<td>City King</td>
<td>VBE626 Working in the Modelling Industry.</td>
<td>The concept of projecting an image; Techniques required of a model on the catwalk; Effective modelling techniques.</td>
<td>To be advised</td>
<td>60 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBE634</td>
<td>MOVEMENT TO MUSIC FOR THE CATWALK</td>
<td>City King</td>
<td>VBE626 Working in the Modelling Industry.</td>
<td>The role of movement to music; Movement to music techniques.</td>
<td>To be advised</td>
<td>33 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBE635</td>
<td>CREATIVE EXPRESSION FOR THE MODEL</td>
<td>City King</td>
<td>VBE626 Working in the Modelling Industry.</td>
<td>The role of creative expression; Creative expression techniques in the modelling industry.</td>
<td>To be advised</td>
<td>24 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBE636</td>
<td>PHOTOGRAPHIC MODELLING TECHNIQUES</td>
<td>City King</td>
<td>VBE626 Working in the Modelling Industry.</td>
<td>The role of photography in the modelling industry; A range of photographic modelling techniques.</td>
<td>To be advised</td>
<td>27 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBE637</td>
<td>PRACTICUM</td>
<td>City King</td>
<td>VBE626 Working in the Modelling Industry.</td>
<td>Practical experience in the modelling industry.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF163</td>
<td>PRINCIPLES OF ISO ACCREDITATION AND QUALITY AUDIT</td>
<td>To be advised</td>
<td>VBF181 Introduction to Quality Management Principles</td>
<td>Quality management and improvement, links between quality and productivity, economic advantage and standard of living.</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF164</td>
<td>FOOD PACKAGING</td>
<td>To be advised</td>
<td>Nil</td>
<td>Reasons for packaging food, different packaging materials and their suitability.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF165</td>
<td>FOOD BIOLOGY</td>
<td>To be advised</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF166</td>
<td>THERMAL PROCESSING 1</td>
<td>To be advised</td>
<td>VBF200 Unit Operations.</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF167</td>
<td>MEAT AND MEAT PROCESSING</td>
<td>To be advised</td>
<td>AAA640 Introductory Mathematics.</td>
<td>Meat and the various processed meat derivatives, processing to meat, processing techniques and technology.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBF168</td>
<td>DAIRY PROCESSING</td>
<td>To be advised</td>
<td>AAA640 Introductory Mathematics.</td>
<td>Processing of raw milk, processing techniques and terminology, manufacture of milk products.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Campus</td>
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<tr>
<td>VBF170</td>
<td>FRUIT AND VEGETABLE PROCESSING</td>
<td></td>
<td></td>
<td>Harvesting and special storage methods prior to processing,</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td>preparation for processing including peeling, chemical treatment and</td>
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<td>blanching, processing fruits to make jam, processing vegetables to</td>
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<td>make a pickle.</td>
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<tr>
<td>VBF171</td>
<td>FISH AND SEAFOOD PROCESSING</td>
<td></td>
<td></td>
<td>Varieties of fish and seafood, harvesting and storage practices,</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td></td>
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<td>processing techniques and technology.</td>
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<tr>
<td>VBF172</td>
<td>POULTRY AND EGG PROCESSING</td>
<td></td>
<td></td>
<td>Pre-slaughter preparation of birds, slaughter processing,</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td>minimising bacterial cross contamination, storage and handling,</td>
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<td>structure and physiology of the egg, testing for egg quality.</td>
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<tr>
<td>VBF173</td>
<td>EDIBLE FATS AND OILS</td>
<td></td>
<td></td>
<td>Raw material sources of edible fats and oils, processing of</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td>edible fat and oils, plasticised fats.</td>
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<tr>
<td>VBF174</td>
<td>CONFECTIONERY AND SUGAR TECHNOLOGY</td>
<td></td>
<td></td>
<td>Chemical nature and general properties of sugar, processing</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td></td>
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<td>techniques and technology, confectionary products.</td>
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<tr>
<td>VBF175</td>
<td>DAIRY PRODUCTION AND INDUSTRY</td>
<td></td>
<td></td>
<td>Structure of the Dairy industry, production process of milk,</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td></td>
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<td>markets for milk and dairy products.</td>
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<tr>
<td>VBF176</td>
<td>CEREAL AND BAKING TECHNOLOGY</td>
<td></td>
<td></td>
<td>Definition and examples of cereals, use of cereals in the food</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td>industry, value and quality of cereals, milling of cereals/flour based</td>
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<td>products.</td>
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<td>VBF177</td>
<td>NUTS, PULSES AND OTHER GRAINS</td>
<td></td>
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<td>Nuts, pulses and other seeds used in the food processing</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td>industry, manufacturing processes.</td>
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<td>VBF178</td>
<td>FOOD ADDITIVES</td>
<td></td>
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<td>Food additives and their functions.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBF179</td>
<td>DAIRY PRODUCTION AND INDUSTRY</td>
<td></td>
<td></td>
<td>Basic concepts of Quality Management, elements of quality management.</td>
<td>To be advised</td>
<td>50 Hours</td>
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<td>VBF180</td>
<td>LIQUID PRODUCTS</td>
<td></td>
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<td>Market milk products, production systems, problem diagnosis,</td>
<td>To be advised</td>
<td>40 Hours</td>
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<td>rectification and reporting.</td>
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<td>VBF181</td>
<td>INTRODUCTION TO QUALITY MANAGEMENT</td>
<td></td>
<td></td>
<td>Production processes, principles of process control, control</td>
<td>To be advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<td>mechanisms and modes of control.</td>
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<td>VBF188</td>
<td>PROCESS CONTROL</td>
<td></td>
<td></td>
<td>Production processes, principles of process control, control</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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<td>mechanisms and modes of control.</td>
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<td>VBF195</td>
<td>INTRODUCTION TO SENSORY ANALYSIS</td>
<td></td>
<td></td>
<td></td>
<td>As per advised</td>
<td>12 Hours</td>
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<td>VBF196</td>
<td>HYGIENE AND SANITATION</td>
<td></td>
<td></td>
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<td>As per advised</td>
<td>12 Hours</td>
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<td>VBF197</td>
<td>PRINCIPLES OF HAZARDS ANALYSIS AND CRITICAL POINTS</td>
<td></td>
<td></td>
<td></td>
<td>As per advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF198</td>
<td>INTRODUCTION TO FOOD TECHNOLOGY</td>
<td></td>
<td></td>
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<td>As per advised</td>
<td>12 Hours</td>
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<tr>
<td>VBF199</td>
<td>PRINCIPLES OF FOOD SPOILAGE AND CONTROL</td>
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<td>As per advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF200</td>
<td>UNIT OPERATIONS</td>
<td></td>
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<td>As per advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF201</td>
<td>LOW TEMPERATURE PRESERVATION</td>
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<td>As per advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF207</td>
<td>HIGH TEMPERATURE PRESERVATION</td>
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<td>As per advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF281</td>
<td>FERMENTATION/ CONCENTRATION/ DRYING</td>
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<td>As per advised</td>
<td>12 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBF295</td>
<td>NETWORKING IN COMMUNITY SERVICES AND HEALTH</td>
<td></td>
<td></td>
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<td>As per advised</td>
<td>13 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBF296</td>
<td>MANAGING COMMUNICATION IN THE COMMUNITY SERVICES</td>
<td></td>
<td></td>
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<td>As per advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
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<td>VBF297</td>
<td>MANAGING IN THE COMMUNITY SERVICES AND HEALTH</td>
<td></td>
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<td>As per advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
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VBF298 DEVELOPING PROGRAMS FOR CLIENTS

Campus To be advised
Prerequisite(s) Nil
Content Design and implement a range of programs for clients.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBF299 INDUSTRY PROJECT - COMMUNITY SERVICES AND HEALTH

Campus To be advised
Prerequisite(s) Nil
Content Identify and research significant management related problems or opportunities and then formulate, execute and evaluate courses of action which solve the problem(s) and/or the opportunity (ies).
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBF302 INTRODUCTION TO BUSINESS MATHS

Campus To be advised
Prerequisite(s) Nil
Content Basic algebraic operations; Simple and compound interest calculations; Basic depreciation calculations; Linear equations to do break-even analysis; Appropriate graphs from data and interpret them;
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF306 INTRODUCTION TO BUSINESS STATISTICS

Campus To be advised
Prerequisite(s) VAD950 Marketing Concepts, VBF302 Introduction to Business Mathematics.
Content Commercial graphical presentation packages; Design features of slides for business presentations; Numeric charts; Different slide media.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF307 INTRODUCTION TO MARKET RESEARCH

Campus To be advised
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.

VBF308 EXHIBITION MANAGEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Viability of an exhibition; theme for an exhibition; plan an exhibition; stage an exhibition; evaluate the success of an exhibition.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBF408 BUSINESS ORGANISATIONS AND CONTRACT LAW

Campus To be advised
Prerequisite(s) Nil
Content Business organisations and contract law relevant to domestic and international business activities; Sole traders, partnerships, trusts, companies, subsidiary companies, agencies, distributorships, bailieships, 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.

VBF409 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 (e.g. ABS)
Required Reading To be advised
Nominal Hours 60 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.
### VBG850 INTERNATIONAL TRADE FINANCE

**Campus** To be advised  
**Content** The various structures and processes of International trade finance, including optional finance models and practices.  
**Required Reading** To be advised  
**Nominal Hours** 50 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VBG851 QUALITY MANAGEMENT FOR INTERNATIONAL TRADE

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Concepts of quality management; Forces that can impinge on the attainment of organisational goals; Quality management systems; International organisation for standardisation; International technical commission; ISO standards; Best practice and continuous improvement; Management responsibility; Project planning; Benchmarking; Key performance indicators; Internal audits; Process controls; Training.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VBG852 MANAGEMENT INFORMATION SYSTEMS

**Campus** To be advised  
**Prerequisite(s)** ITF304 Advanced Operations---Word Processing, ITF305 Advanced Operations---Spreadsheet, ITF415 Commercial Database Packages 1, ITF405 Business and Presentation Graphics, NOS250 Introduction to the Internet, NCS002 Writing Skills for Work.  
**Content** Technological requirements of an international trade organisation; Information sources; Data and document flow; Types of reports; Budgetary considerations; Timeframes; Human resource management; Electronic data interchange systems; Security of information; Evaluation of information systems.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VBG853 TRADE PRINCIPLES FOR INTERNATIONAL LAW (BUSINESS ACTIVITIES, CONSERVATION, CUSTOMS AND QUARANTINE)

**Campus** To be advised  
**Prerequisite(s)** VBG848 Business Organisations and Contract Law.  
**Content** Commercial legal considerations and conventions that affect business transactions in the domestic and international trading market; Consumer protection laws; Dispute resolution; Governmental/customs legislation and convention; Transport legislation.  
**Required Reading** To be advised  
**Nominal Hours** 60 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VBG854 TRANSPORT AND LOGISTICS - OPERATIONS MANAGEMENT

**Campus** To be advised  
**Prerequisite(s)** 8870A International Trade and Export Procedures.  
**Content** Transport and logistics system for an international trade organisation; Best practice procedures; Sourcing and purchasing and procedures; The impact of technology; Automated and manual systems; Just in time systems; Transport methods; Warehousing distribution; Tracking systems; Transport and storage of hazardous materials; Local and international trends; Cost/benefit analysis; Legislative requirements; Materials handling equipment; Inventory control; Loss and damage minimisation.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

### VBG855 CUSTOMS PRACTICES, LEGISLATION AND INTERNATIONAL TRADE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Tariff procedures and protection policies for international trade; Import quotas; Import licensing; Bi-lateral and multi-lateral trade agreements; Dumping; Injury; Export price; Normal value; Countervailing; Credit adjustments.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum.

### VBG856 REVIEW OF A TARGETED BUSINESS CULTURE AND ENVIRONMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Business culture and behaviours; Religious impacts; Political infrastructure; Business environments; Customs and social practice; Behavioural norms.  
**Required Reading** To be advised  
**Nominal Hours** 15 Hours  
**Assessment** As per accredited curriculum.

### VBG857 BUSINESS AND CULTURAL PREPARATION FOR ESTABLISHING AND MAINTAINING INTERNATIONAL TRADING RELATIONSHIPS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Social, religious, cultural, historical, geographical and economic influences and characteristics of a selected country or region and their impact on business infrastructure, trading characteristics and investment opportunities; Social and behavioural norms; Trends in investment and trade; Business networking; Government policies; Marketing strategies; Cross-cultural business protocols and ethics; Imports and exports patterns.  
**Required Reading** To be advised  
**Nominal Hours** 155 Hours  
**Assessment** As per accredited curriculum.
VBG952 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.

VBG959 RESEARCH AND REPORT ON AN IMPORT OR EXPORT VENTURE

Campus To be advised
Prerequisite(s) NGMS201 Entrepreneuring and Innovating, NGMS202 Forecasting Futures, NGMS204 Manage Strategically, NGMS211 Managing Risks, VBG858 Transport and Logistics-System Development.

Content Market research; Risk assessments; Feasibility of research; Outcomes for an import or export venture; International marketing and trends; Information technology; Data and documentation; Transportation and logistics; Change and innovation; International finance; International protocol.

Required Reading To be advised
Nominal Hours 120 Hours
Assessment A combination of one or more of the following tests, written work (assignments and reports), presentations, projects, group activities, case studies, and practical exercises which simulate the conditions of workplace performance.

VBG931 WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

Campus To be advised
Prerequisite(s) Nil

Content Explain the legal requirements covering Occupational Health and Safety in the boatbuilding industry; Describe the potential hazards and hazard control measures in a boatbuilding environment; Comply with occupational health and safety and enterprise requirements for safe work practices and procedures in a boatbuilding workplace; Demonstrate the use of personal protective equipment and clothing relevant to boatbuilding operations; Undertake enterprise recording and reporting in accordance with occupational health and safety and scope of responsibility.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG953 BOATBUILDING CALCULATIONS

Campus To be advised
Prerequisite(s) Nil

Content Demonstrate the use of an electronic calculator; Perform weight, density and volume calculations as required in various practical situations using an electronic calculator; Use an electronic calculator to calculate the costs of materials required in order to plan, estimate and construct practical projects; Perform a range of calculations relating to sails and sailing rigs.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG954 HAND AND POWER TOOLS

Campus To be advised
Prerequisite(s) Nil

Content Demonstrate basic hand tool skills as used in the construction of timber, fibreglass and metal boats; Demonstrate basic hand skills in the operation of power and pneumatic hand tools for timber, fibreglass and metal boat applications relevant to the boatbuilding industry; Apply basic maintenance and storage procedures for a range of hand, power and pneumatic hand tools used in boat construction according to standard operational procedures and manufacturer's specifications.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG955 BOATBUILDING DRAFTING

Campus To be advised
Prerequisite(s) Nil

Content Describe the drawing instruments and accessories used in the development of lines plan drawings; Produce a fully developed lines plan from a set of offsets; Demonstrate the procedure for reproducing a set of dinghy lines plans and camber developments from a set of offsets.

Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBG956 CRAFT DEVELOPMENT

Campus To be advised
Prerequisite(s) VBG951 Workplace Occupational Health and Safety, VBG954 Hand and power tools; VBG955 Boatbuilding drafting.

Content Explain boatbuilding methods, including propulsion methods and associated components; Explain the function of mould and construction in boat construction; Describe the methods and components used in planking, sheathing, lay-up and procedures used in hull construction in the boatbuilding industry; In accordance with a specified plan and enterprise policy and procedures: Demonstrate the assembly of a support jig and transverse moulds for the construction of a timber hull, Construct a deadwood backbone and longitudinal frame components for a timber hull, Perform the preparation of a hull and deck lay-up for a canoe; In accordance with construction plans, manufacturer's specifications and enterprise policy and procedures: Perform hull and deck hand lay-up procedures and wetting out applications of fibre reinforced materials, Demonstrate the application of deck reinforcement and buoyancy materials, Release the hull and deck structures from moulds and assemble.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum
Required Reading To be advised
Nominal Hours 20 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), VBG950 Construction materials, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Prepare a hull and deck mould for the lay-up of a canoe according to specified procedures and occupational health and safety considerations and practices; Apply gelcoat to a full coverage stage onto a prepared hull and deck mould, according to manufacturer’s specifications; Perform hull and deck hand lay-up procedures according to a construction plan and manufacturer’s specifications; Assemble hull and deck structures according to construction plan specifications.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG963 CRAFT CONSTRUCTION–ALUMINIUM

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG954 Hand and power tools, VBG978 Advanced static machines.

Content Describe the use of aluminium in boatbuilding; Describe the types of corrosion that affect aluminium and the prevention methods used; Describe the tools and fastenings used in aluminium boatbuilding; Perform a conic development of a boat; Fabricate external deck fitting components to specified standards; Demonstrate techniques used for welding and finishing deck fitting components.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG964 CRAFT CONSTRUCTION–STEEL

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, NBB09 Welding and thermal cutting, VBG975 Lofting, VBG966 Small craft construction, VBG954 Hand and power tools.

Content Describe the features of steel boats; Fabricate hull and internal support components for a small steel boat; Strengthen sheet metal using plate forming operations; Assemble a small steel boat.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBG966 SMALL CRAFT CONSTRUCTION

Campus To be advised
Prerequisite(s) VBG951 Workplace occupational health and safety, VBG959 Craft construction (general).

Content Perform the procedures for the assembly of a building jig for boat construction purposes; Demonstrate procedures for constructing components of the boat’s backbone; Demonstrate the setting up sequence for the backbone frame or mould, transom, stern and bracing arrangements for a small boat.

Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
VBG967 DECKING

Campus To be advised
Prerequisite(s) VBG051 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG978 Advanced static machines.
Content 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) VBG051 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) VBG051 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.
Content Demonstrate the estimation of a spine moulder to perform rebating operations on boat components; Assemble a keel wedge into a keel according to specified plans; Describe the construction and uses of ballast keels; Construct a stem 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) VBG051 Workplace occupational health and safety, VBG957 Boatbuilding materials.
Content Demonstrate the preparation of fibreglass, metal and timber surfaces for the application of marine coatings; Apply filler materials to fibreglass, metal and timber surfaces prior to the application of marine coatings; Apply sheathing materials to timber boats according to manufacturer’s specifications; Demonstrate paint procedures and application techniques on timber, fibreglass and metal boats according to manufacturer’s specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG971 COMPOSITE FIBRES 1

Campus To be advised
Prerequisite(s) VBG962 Craft construction – fibreglass, VBG951 Workplace occupational health and safety, VBG954 Hand and power tools.
Content Apply material management practices to the use of composite materials according to appropriate plans and specifications; Demonstrate application methods for a range of composite materials; Apply vacuum bagging construction techniques including setting up and application procedures according to given specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG972 COMPOSITE FIBRES 2

Campus To be advised
Prerequisite(s) VBG971 Composite fibres 1, VBG951 Workplace occupational health and safety.
Content Demonstrate the operation of a gelcoat, resin/glass depositor according to manufacturer’s specifications; Describe the use of foams in boatbuilding; Describe the construction methods and range of materials used in composite construction of a boat; Apply the procedures used in foam sandwich construction according to a specified plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG973 FITOUT AND FINISH

Campus To be advised
Prerequisite(s) VBG954 Hand and power tools, VBG951 Workplace occupational health and safety.
Content Explain the methods used for the fabrication of superstructures in timber, metal and fibreglass; Explain the procedures and safety factors to be considered in the installation of internal and external openings; Explain the methods used for the fitout installation of a small boat; Install a range of exterior trims and deck hardware according to plans and specifications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG974 BOATYARD OPERATIONS

Campus To be advised
Prerequisite(s) VBG953 Boatbuilding calculations, VBG996 Problem solving.
Content Describe the boatyard layout and slipping procedures; Demonstrate the slipping, support and relaunch of a boat on a cradle slipway; Describe the possible environmental hazards that may arise from work carried out in a boatyard.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBG975 LOFTING

Campus To be advised
Prerequisite(s) VBG955 Boatbuilding drafting.
Content Produce a plan drawing of a hard chine dinghy showing profile view, plan view and cross sections; Develop a lofted plan of a hard chine dinghy; Apply Simpson’s Rule to calculations relevant to the lofted plan.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

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**MODULE/UNIT DETAILS**

**VBG976 MAINTENANCE AND REPAIR TECHNIQUES**

**Campus** To be advised  
**Prerequisite(s)** VBG954 Hand and power tools, VBG970 Paints, coatings, sealants and adhesives, VBG951 Workplace occupational health and safety.  
**Content** Demonstrate appropriate maintenance procedures for environmental damage on boats in accordance with enterprise standards and procedures; Apply appropriate procedures for the prevention of electrolytic attack on metals used in boat construction in accordance with enterprise standards and manufacturer's specifications.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**VBG980 COMPUTERS AND TECHNOLOGY**

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Describe the function and components of a range of computer technology systems in the boatbuilding industry; Access information from a computer system in accordance with standard operating procedures and manufacturer's specifications; Input information into a computer system in accordance with standard operating procedure.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

**VBG977 FIRST AID**

**Campus** To be advised  
**Prerequisite(s)** VBG951 Workplace occupational health and safety.  
**Content** Describe relevant legislation and regulatory guidelines; Demonstrate correct procedures for cardio pulmonary resuscitation on a mannequin; Demonstrate appropriate first aid treatment of a range of injuries; Demonstrate procedures to ensure the safety of patient, bystanders and the first aider; Describe procedures to summon assistance; Record details of treatment given.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**VBG978 ADVANCED STATIC MACHINES**

**Campus** To be advised  
**Prerequisite(s)** VBG951 Workplace occupational health and safety, VBG958 Introduction to static machines, VBG954 Hand and power tools.  
**Content** Demonstrate the correct adjustment of fences and guards on static machines; Demonstrate the safe and efficient use of a range of static machines; Perform routine maintenance procedures on workshop machinery.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**VBG979 INSTALLATION OF FITTINGS AND ENGINES**

**Campus** To be advised  
**Prerequisite(s)** VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG978 Advanced static machines.  
**Content** Demonstrate the installation of a range of internal and external fittings according to supplied plans, specifications and enterprise standards; Construct and install engine beds for boats in accordance with supplied plans, specifications and enterprise standards; Describe the requirements for the construction of fuel and water tanks for boats in accordance with enterprise and manufacturer's specifications.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**VBG982 INTRODUCTION TO FIBREGLASS**

**Campus** To be advised  
**Prerequisite(s)** VBG951 Workplace occupational health and safety, VBG954 Hand and power tools, VBG959 Craft construction (general), VBG960 Construction materials.  
**Content** Describe the safety procedures relevant to the use of fibreglass materials; Describe the hand tools and equipment used in the hand laminating of fibreglass; Describe the usage and mixing proportions of materials used in fibreglass lamination; Demonstrate the practical skills required for the production of a fibreglass panel to supplied specifications; Demonstrate the use of a diamond saw for the cutting of a cured laminated product.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**VBG984 RIBBING AND LONGITUDINAL FRAMING**

**Campus** To be advised  
**Prerequisite(s)** VBG978 Advanced static machines.  
**Content** Describe the functions and construction methods of frames as applied to boats; Demonstrate the fastening of ribs to the keel and planks; Outline the methods used for fastening various types of floors to the keel, frames and planks; Demonstrate the fastening of longitudinal framing into a hull; Describe the procedure for the development of an engine bed for a boat.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

**VBG985 TIMBER FLOORING AND SEATS**

**Campus** To be advised  
**Prerequisite(s)** VBG978 Hand and power tools, VBG978 Advanced static machines, VBG986 Steambending and laminating timber.  
**Content** Fabricate and fit seats to a boat according to specified plans; Install floor boards in a dinghy according to specified plans.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum
### VBG986 STEAMBENDING AND LAMINATING TIMBER

**Campus** To be advised  
**Prerequisite(s)** VBG954 Hand and power tools, VBG978 Advanced static machines.  
**Content** Describe the types and function of sterns used in boats; Demonstrate steambending techniques to bend timber for use in a stern for a boat in accordance with enterprise standards and specifications; Produce a laminated stern for a boat in accordance with enterprise standards and specifications; Calculate the cost of the timber required to produce the laminated stern in accordance with enterprise standards and procedures.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBG987 ESTIMATING AND COSTING

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Describe the aspects of revenue generation in the boatbuilding industry; Describe the elements of costing in the boatbuilding industry; Use estimation skills to prepare a costing on a boatbuilding project.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBG990 COMPUTER AIDED DRAFTING

**Campus** To be advised  
**Prerequisite(s)** VBG975 Lofting.  
**Content** Describe the relevant hardware and software used for CAD operation; Perform the tasks required for the effective use of a CAD system; Perform operations using a typical CAD software package; Utilise a CAD software package to adjust a range of specifications and meet job requirements.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBG991 CENTREBOATS, RUDDERS AND STEERING GEAR

**Campus** To be advised  
**Prerequisite(s)** VBG986 Steambending and laminating timber, VBG951 Workplace occupational health and safety.  
**Content** Perform calculations relevant to the design of centreboards, rudders and steering gear; In accordance with enterprise standards; Construct a centreboard for a boat from a specified plan, Construct a rudder for a boat from a specified plan, Fabricate a rudder box to suit the rudder blade; Complete a construction plan of a yacht rudder in accordance with enterprise standards and specifications; Describe the range of steering control systems used on boats.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBG992 ROUND BILGE LOFTING

**Campus** To be advised  
**Prerequisite(s)** VBG975 Lofting.  
**Content** Construct a suitable lofting grid; Develop a hull outline; Fair the hull shape with waterlines and buttock lines; Develop the true shape of a range of transoms; Complete the necessary drawings of hull components; Complete calculations involving the use of Simpson's second rule.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBG993 FAIRING OPERATIONS

**Campus** To be advised  
**Prerequisite(s)** VBG960 Construction materials, VBG954 Hand and power tools.  
**Content** Describe the types and characteristics of marine plywood; In accordance with enterprise standards and procedures; Demonstrate techniques used in the fairing of a framework for a boat, Demonstrate the techniques used in the fitting and attachment of a plywood skin to a framework; Describe the materials used and the method employed in sheathing a hull; Fit chaffing strips as required by a specified plan.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBG994 BREASTHOOKS, KNEES, THWARTS, MASTS AND SPARS

**Campus** To be advised  
**Prerequisite(s)** VBG954 Hand and power tools, VBG978 Advanced static machines, VBG951 Workplace occupational health and safety, VBG952 Boatbuilding terminology, VBG953 Boatbuilding calculations.  
**Content** Demonstrate the fitting of breasthooks and quarter knees into a round bilge hull; Demonstrate the fitting of thwarts and knees into a round bilge hull; Demonstrate the fitting of floor boards into a round bilge dinghy; Describe the function, construction and maintenance of masts, rigging and spars on a sailing boat.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBG996 PROBLEM SOLVING

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Assess own work; Determine quality of received materials, in accordance with boatbuilding enterprise standards and procedures; Participate in corrective action regarding faults and quality deviations in accordance with enterprise standards and procedures and scope of responsibility; Investigate causes of quality deviations, in accordance with enterprise standards and procedures and scope of responsibility.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### VBG997 CUSTOMER SERVICE

**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Receive and deal with internal customer enquiries; Respond to customer dissatisfaction; Respond to customer complaints in line with enterprise policy and procedures.  
**Required Reading** To be advised  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum
<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>VBG998</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>To be advised</td>
<td>Nil</td>
<td>List and describe the key factors in running a small business in the boatbuilding industry; Describe the financial and legal requirements of a small business operation; Develop a business plan.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG043</td>
<td>MULTIMEDIA DESIGN</td>
<td>St Albans</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG044</td>
<td>DIGITAL IMAGING</td>
<td>St Albans</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG045</td>
<td>WEB PUBLISHING AND COMMUNICATION 1</td>
<td>St Albans</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG046</td>
<td>INTERFACE DESIGN</td>
<td>St Albans</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG047</td>
<td>MULTIMEDIA AUTHORING 1</td>
<td>St Albans</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG048</td>
<td>2D ANIMATION FOR MULTIMEDIA</td>
<td>St Albans</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG049</td>
<td>DIGITAL AUDIO/VIDEO 1</td>
<td>St Albans</td>
<td>To be advised</td>
<td>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.</td>
<td>To be advised</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBG050</td>
<td>MINOR MULTIMEDIA DEVELOPMENT PROJECT</td>
<td>St Albans</td>
<td>To be advised</td>
<td>Quantify the requirements for a given Multimedia development project; Establish a development methodology for the project; Develop a small Multimedia application from given requirements.</td>
<td>To be advised</td>
<td>50 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
**VBH051 MULTIMEDIA PROGRAMMING 1**

**Campus** St Albans.

**Prerequisite(s)** To be advised

**Content** Use the tools provided by a program development environment to create a user interface that gives access to multimedia objects; Explain the concepts of objects and event driven programming, and manipulate object properties to change the appearance and functioning of graphical user interface objects; Use the basic syntax features of the chosen language to write simple instructions; Explain the concepts of sequence and selection and be able to implement both in the chosen language; Define and use variables of at least three different types; Implement repetition in the chosen language using the “while” (test before) loop; Use standard functions or methods to access the facilities of the chosen programming environment; Use complex logical structures.

**Required Reading** To be advised

**Nominal Hours** 80 Hours

**Assessment** As per accredited curriculum

**VBH052 MULTIMEDIA PROGRAMMING 2**

**Campus** St Albans.

**Prerequisite(s)** To be advised

**Content** Create functions and/or methods; Use the principles of object orientated or structured design to develop a complex multimedia application from a problem specification; Use one dimensional arrays to store tables of data; Use a sequential file to store multiple text items; Use a sequential file to store records; Test programs to ensure that they meet specifications.

**Required Reading** To be advised

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

**VBH053 MULTIMEDIA MICROCOMPUTER SYSTEMS**

**Campus** St Albans.

**Prerequisite(s)** To be advised

**Content** Identify and describe the features of a typical end-user multimedia microcomputer; Install a GUI operating system, and 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, teledicine and interactive television; Discuss the features, protocols and standards of the World Wide Web; Design and build a simple LAN with connections to the World Wide Web and interactive multimedia capabilities.

**Required Reading** To be advised

**Nominal Hours** 60 Hours

**Assessment** As per accredited curriculum

**VBH055 FINANCIAL RECORD KEEPING AND JOB COSTING**

**Campus** St Albans.

**Prerequisite(s)** To be advised

**Content** Identify the various kinds of financial information used in a small business and the need for that information; Prepare the major business documents that a small business would use; Compile and use a cash receipts journal; Compile and use a cash payments journal; Develop a debtors record system; Develop a creditors record system; Record and balance petty cash transactions for financial records using an imprest system; Reconcile bank statements with cash records; Define common costing concepts and use cost-volume-profit analysis in short-term decision making to solve a variety of problems; Calculate and interpret basic ratios for analysing financial statements.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum

**VBH056 ISSUES IN MULTIMEDIA**

**Campus** St Albans.

**Prerequisite(s)** To be advised

**Content** Discuss the multimedia industry and its impact on society; Discuss the use of Multimedia applications in the home, education, entertainment and the workplace; Identify legal issues pertinent to the development and distribution of multimedia titles; Discuss employment issues in relation to the multimedia industry.

**Required Reading** To be advised

**Nominal Hours** 20 Hours

**Assessment** As per accredited curriculum

**VBH057 MULTIMEDIA AUTHORING 2**

**Campus** To be advised

**Prerequisite(s)** To be advised

**Content** Use a systematic planning and authoring process in the development of reasonably complex multimedia projects; Use the scripting language of an industry standard authoring package and effective interface design principles to construct complex interactivities into a multimedia product for a specified purpose and audience.

**Required Reading** To be advised

**Nominal Hours** 40 Hours

**Assessment** As per accredited curriculum
### VBH058 INTRODUCTION TO 3D MODELLING AND ANIMATION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** 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** 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.  
**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.  
**Nominal Hours** 20 Hours  
**Assessment** As per accredited curriculum

### VBH065 MULTIMEDIA PROJECT MANAGEMENT

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Discuss the role project management plays in the development of a multimedia application; Select the most appropriate approach for managing the development of a multimedia application; Develop a plan for managing the resources (human, time, equipment and money) used in the development of a multimedia application; Use at least two tools or techniques that can assist in managing the development of a multimedia application; Plan and implement a testing schedule to operate throughout the development of a multimedia application; Plan and implement strategies to maintain quality in multimedia product development.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum
VBH066 INTERNET TECHNOLOGY
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide learners with the skills to install and configure at least three Internet Services, and the knowledge to select and specify systems to meet client needs.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH071 DESIGN FOR MULTIMEDIA MARKETING
Campus To be advised
Prerequisite(s) SB01–Intro to Small Business, VBH043–Multimedia Design
Content To provide learners with an opportunity to apply basic design skills and knowledge of marketing principles and concepts in the development of a successful relationship with customers of multimedia products and services.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH081 CAD FOR ELECTRICAL TRADE
Campus To be advised
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary to lay out electrical services in a domestic installation, using a CAD program.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH082 SOLDER AND CRIMP FOR ELECTRICAL TRADE
Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for soldering and crimping a variety of cables commonly used in the electrical trades.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH083 TEST INSTRUMENTS FOR THE ELECTRICAL TRADE
Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for using test instruments in the electrical trades.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH084 COMMUNICATION SKILLS FOR ELECTRICAL TRADE
Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for effective communication within the electrical trades.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH085 FABRICATING FOR THE ELECTRICAL TRADE
Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for working with building materials in the electrical industry.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH086 BUILDING MATERIALS AND SKILLS FOR ELECTRICAL TRADE
Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with the skills and knowledge necessary for working with building materials in the electrical industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH087 INTRODUCTION TO ELECTRICAL TRADE
Campus Sunshine.
Prerequisite(s) Nil
Content This module aims to provide the learner with an overview of the scope of work, academic requirements and industry bodies within the electrical trades industry.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBH330 DESIGN PRINCIPLES AND ELEMENTS
Campus To be advised
Prerequisite(s) To be advised
Content To develop the skills to resolve basic and more complex problems through the application of design principles and elements using appropriate technology and techniques.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH331 PRESENTING INFORMATION
Campus To be advised
Prerequisite(s) To be advised
Content Instruction in verbal and written communication skills – reporting to clients, script writing and explaining production costs.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum
<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>VBH332</td>
<td>THEMATIC STUDIES IN ART AND DESIGN</td>
<td>To be advised</td>
<td></td>
<td>To provide participants with the skills, knowledge and attitudes required to investigate various influences on the development in art and design. To identify the relationship of contemporary art and design with themes, styles, techniques and technology.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH333</td>
<td>INTRODUCTION TO THE DESIGN PROCESS</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH334</td>
<td>OCCUPATIONAL HEALTH AND SAFETY</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>Nil</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH335</td>
<td>FOCUS ON INDUSTRY</td>
<td>To be advised</td>
<td></td>
<td></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></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>
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<tr>
<td>VBH338</td>
<td>3D STUDIES</td>
<td>To be advised</td>
<td></td>
<td></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></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></td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBH341</td>
<td>DESIGN AND THE ENVIRONMENT</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH342</td>
<td>COLOUR</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH343</td>
<td>ILLUSTRATION ELEMENTS AND TECHNIQUES</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBH347</td>
<td>TYPOGRAPHY ELEMENTS AND TECHNIQUES</td>
<td>To be advised</td>
<td></td>
<td></td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VBH352 INTRODUCTION TO PHOTOGRAPHY
Campus To be advised
Prerequisite(s) To be advised
Content This module provides a theoretical and practical introduction in both traditional and digital photography.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH354 INTRODUCTION TO COMPUTERS
Campus To be advised
Prerequisite(s) To be advised
Content Provides training at a basic skill level in current software programs.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBH391 MOTOR CONTROL FUNDAMENTALS
Campus Sunshine
Prerequisite(s) NUE054 Applied Electricity 2; NUE056 Applied Electricity 4; NBB02 Occupational Health and Safety (or equivalent)
Content The purpose of this module is to introduce motor control system concepts and to provide the learner with the ability to design, modify, test, operate and fault-find basic motor control circuits used to control three-phase AC squirrel cage induction motors.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBH393 MOTOR CONTROL 1
Campus Sunshine
Prerequisite(s) VBH391 Motor control fundamentals
Content The purpose of this module is to provide the learner with knowledge of various aspects of motor control including automatic synchronous motor starting, soft starting, braking, motor drives and electronic motor control and protection relays (Motor Management Systems).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH395 MOTOR CONTROL 2
Campus Sunshine
Prerequisite(s) NBB02 Occupational Health and Safety; VBH393 Motor Control 1
Content The purpose of this module is to provide the learner with knowledge of various aspects of motor control including automatic synchronous motor starting, soft starting, braking, motor drives and electronic motor control and protection relays (Motor Management Systems).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBH445 ORAL COMMUNICATION AND LISTENING SKILLS 2
Campus To be advised
Prerequisite(s) To be advised
Content Listen to and extract the factual details from short talks on general subjects, use and respond to spoken language in short transactions in familiar contexts and communicate ideas and information.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH446 ACADEMIC WRITING 2
Campus To be advised
Prerequisite(s) To be advised
Content Write an opinion on a personal or familiar topic, write a short simple report or explanatory text on a personal or familiar topic and demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum

VBH447 ACADEMIC READING 2
Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate that meaning has been gained from reading a simple explanatory or informative text on a personal or familiar subject, demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text on a familiar subject and demonstrate that meaning has been gained from reading a simple persuasive text on a personal or familiar subject.
Required Reading To be advised
Nominal Hours 100 Hours
Assessment As per accredited curriculum

VBH449 ORAL COMMUNICATION AND LISTENING SKILLS 3
Campus To be advised
Prerequisite(s) To be advised
Content 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

VBH450 ACADEMIC WRITING 3
Campus To be advised
Prerequisite(s) To be advised
Content Can identify, analyse and apply the practices of culture, write a short argumentative text expressing a point of view on a familiar subject and write a short report or explanatory text on a familiar subject.
Required Reading To be advised
Nominal Hours 150 Hours
Assessment As per accredited curriculum
VBH451 ACADEMIC READING 3

Campus: To be advised
Prerequisite(s): To be advised
Content: Identify and main arguments and supporting information/evidence in a short persuasive text, demonstrate that meaning has been gained from reading a persuasive or argumentative text and can collect, analyse and organise information.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBH452 ORIENTATION TO STUDY IN HIGHER EDUCATION IN AUSTRALIA 3 (ELECTIVE)

Campus: To be advised
Prerequisite(s): To be advised
Content: Monitor own learning by, for example, adapting strategies to support learning and develop study skills, develop research and study skills and strategies and use library and other resources to locate information.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBH453 ORAL COMMUNICATION & LISTENING SKILLS 4

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate a developing ability to select relevant and predictable information from oral texts, demonstrates a developing ability to negotiate oral transactions related to familiar and predictable contexts and demonstrates speaking skills and strategies in contexts relevant to immediate needs and goals.
Required Reading: To be advised
Nominal Hours: 150 Hours
Assessment: As per accredited curriculum

VBH454 ACADEMIC WRITING 4

Campus: To be advised
Prerequisite(s): To be advised
Content: Write for a range of academic tasks, comprehend and make notes from material written in an academic register and demonstrate fluency and accuracy in writing for different purposes.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

VBH455 ACADEMIC READING 4

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate the ability to read and interpret a complex written text, identify requirements of written questions in a study context and demonstrate that meaning has been gained from reading a persuasive or argumentative text.
Required Reading: To be advised
Nominal Hours: 200 Hours
Assessment: As per accredited curriculum

VBH457 COMMUNICATION IN THE WORKPLACE 2

Campus: To be advised
Prerequisite(s): To be advised
Content: Participate in short transactions in familiar and predictable contexts, give and respond to instructions in order to complete a routine and familiar workplace task, demonstrate that meaning has been gained from short oral texts which may include some unfamiliar aspects and participates in group conferencing to make meaning of workplace forms.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBH458 JOB SEEKING SKILLS 2

Campus: To be advised
Prerequisite(s): To be advised
Content: Develop strategies to gather and evaluate information on employment opportunities and demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices and give information of a personal nature.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBH459 LANGUAGE OF PROBLEM SOLVING IN THE WORKPLACE 2

Campus: To be advised
Prerequisite(s): To be advised
Content: Use and respond to spoken language in short discussions to explore issues or solve problems on a personally familiar topic or issue and solve problems, demonstrate that meaning has been gained from reading a simple and instructional or transactional text on familiar workplace subject.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBH475 ORAL COMMUNICATION 1

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrates a developing ability to select relevant and predictable information from oral texts, demonstrates a developing ability to negotiate oral transactions related to familiar and predictable contexts and demonstrates speaking skills and strategies in contexts relevant to immediate needs and goals.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBH476 LISTENING SKILLS 1

Campus: To be advised
Prerequisite(s): To be advised
Content: Demonstrate the ability to respond to a set of simple spoken instructions, demonstrate that meaning has been gained from short oral texts in predictable contexts and participate in short transactions in familiar and predictable context.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum
VBH 477 WRITING SKILLS 1
Campus  To be advised
Prerequisite(s)  To be advised
Content  Demonstrate a developing ability to write a short simple instructional text on a personal or familiar subject, demonstrates a developing ability to complete simple forms of a personally relevant nature, demonstrates develop of beginning writing skills and strategies and demonstrate a developing ability to write a host simple recount or expressive text on a personal or familiar subject.
Required Reading  To be advised
Nominal Hours  100 Hours
Assessment  As per accredited curriculum

VBH 478 READING SKILLS 1
Campus  To be advised
Prerequisite(s)  To be advised
Content  Demonstrate that meaning has been gained from reading a simple, instructional or transactional text on a personal or familiar subject, demonstrates a developing ability to read or locate specific information relating to familiar contexts in a simple visual or diagrammatic texts, locate specific information in everyday reference texts and make use of the information for real purpose and demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text on a personal or familiar subject.
Required Reading  To be advised
Nominal Hours  100 Hours
Assessment  As per accredited curriculum

VBH 482 ORAL COMMUNICATION 2
Campus  To be advised
Prerequisite(s)  To be advised
Content  Participate in transactional oral communication, engage in a casual conversation with another person and demonstrate a developing ability to take up the responsibilities of a learner in a formal learning environment.
Required Reading  To be advised
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

VBH 483 LISTENING SKILLS 2
Campus  To be advised
Prerequisite(s)  To be advised
Content  Can communicate ideas and information, demonstrate the ability to respond to a set of simple spoken instructions and demonstrate that meaning has been gained from short oral texts which may include some unfamiliar aspects.
Required Reading  To be advised
Nominal Hours  50 Hours
Assessment  As per accredited curriculum

VBH 484 WRITING SKILLS 2
Campus  To be advised
Prerequisite(s)  To be advised
Content  Demonstrate the developing ability to record personal information and recount personal details in logical order using appropriate cohesive devices, can identify, analyse, and apply the practices of culture and write a short simple recount, narrative or expressive text on a persona or familiar subject.
Required Reading  To be advised
Nominal Hours  100 Hours
Assessment  As per accredited curriculum

VBH 485 READING SKILLS 2
Campus  To be advised
Prerequisite(s)  To be advised
Content  Locate specific information in everyday reference texts and make use of the information for a real purpose, use a range of short formatted and informational texts relevant to own needs and demonstrate that meaning has been gained from a simple narrative recount or expressive text on a personal or familiar subject.
Required Reading  To be advised
Nominal Hours  100 Hours
Assessment  As per accredited curriculum

VBH 722 CAREER PLANNING
Campus  To be advised
Prerequisite(s)  To be advised
Content  The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake basic career planning activities.
Required Reading  To be advised
Nominal Hours  40 Hours
Assessment  As per accredited curriculum

VBH 723 INDUSTRY FAMILIARISATION
Campus  To be advised
Prerequisite(s)  To be advised
Content  The purpose of this module is to provide participants with the skills, knowledge and attitudes required to describe the major legal and industrial elements common to all workplaces in Australia.
Required Reading  To be advised
Nominal Hours  40 Hours
Assessment  As per accredited curriculum

VBH 724 WORKPLACE SKILLS
Campus  To be advised
Prerequisite(s)  To be advised
Content  The purpose of this module is to provide participants with the skills, knowledge and attitudes required to perform basic workplace functions.
Required Reading  To be advised
Nominal Hours  40 Hours
Assessment  As per accredited curriculum

VBH 726 WORKPLACE RESEARCH PROJECT
Campus  To be advised
Prerequisite(s)  To be advised
Content  The purpose of this module is to provide participants with the skills, knowledge and attitudes required to investigate basic workplace conditions and practices.
Required Reading  To be advised
Nominal Hours  40 Hours
Assessment  As per accredited curriculum

VBH098 PUBLIC RELATIONS IN THE INDUSTRY AND THE mass media
Campus  To be advised
Prerequisite(s)  To be advised
Content  Broadcast, print and mass media in Australia; Other major mass media in Australia; Mass media philosophies.
Required Reading  To be advised
Nominal Hours  40 Hours
Assessment  As per accredited curriculum
VBJ099 BUSINESS AND FINANCE FOR PUBLIC RELATIONS  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Operations of the Australian Stock Exchange; financial accounting reports; budgets.  
Required Reading: To be advised  
Nominal Hours: 40 Hours  
Assessment: As per accredited curriculum

VBJ207 PRACTISE IN A LEGAL ENVIRONMENT  
Campus: To be advised  
Prerequisite(s): To be advised  
Content: Open client file, take instructions and provide required legislative information; Consult appropriate specialist(s); Obtain, prepare and manage legal documentation; Maintain communication with the client; Identify and apply legal ethics and practice.  
Required Reading: To be advised  
Nominal Hours: 68 Hours  
Assessment: As per accredited curriculum

VBJ208 MANAGE LEGAL PRACTICE OPERATION RESOURCES  
Campus: To be advised  
Prerequisite(s): VBD235 Law of contract; VBD233 Law of evidence; VBD238 Legal process; VBD237 Law of torts; VBD236 Property law; VBD228 Commercial law; VBJ206 Identify potential clients and provide advice on services; Practice in an area of legal interest.  
Content: Manage the recruitment and development of base level legal and clerical staff; Supervise and monitor base level legal and clerical staff.  
Required Reading: To be advised  
Nominal Hours: 51 Hours  
Assessment: As per accredited curriculum

VBJ300 ACTING 1  
Campus: To be advised  
Prerequisite(s): Nil  
Content: Analyse and critically evaluate a range of performance styles; Analyse major methods of acting; Select an acting method, apply to a character in a script in rehearsal; Perform a short monologue.  
Required Reading: To be advised  
Nominal Hours: 75 Hours  
Assessment: As per accredited curriculum

VBJ301 VOICE 1  
Campus: To be advised  
Prerequisite(s): Nil  
Content: Demonstrate a vocal warm up technique; Analyse the vocal techniques of major theorists; Demonstrate vocal techniques of a major theorist; Demonstrate vocal techniques by performing script.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

VBJ302 MOVEMENT 1  
Campus: To be advised  
Prerequisite(s): Nil  
Content: Demonstrate a warm-up routine; Perform a short sequence which demonstrates kinaesthetic awareness; Perform a short sequence using movement in response to stimuli such as language, music, text, sound and mask; Analyse and evaluate Twentieth Century movement styles and techniques.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

VBJ303 IMPROVISATION 1  
Campus: To be advised  
Prerequisite(s): Nil  
Content: Compare and contrast improvisation in traditional and contemporary theatre; Demonstrate a range of improvisation techniques; Apply improvisation techniques in story writing; Apply improvisation techniques to character development.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

VBJ304 AUSTRALIAN THEATRE  
Campus: To be advised  
Prerequisite(s): Nil  
Content: Analyse the development of Australian theatre; Analyse and evaluate a range of productions of Australian theatre; Write a submission to a funding organisation for an Australian theatre production; Write a resume for a selected company.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

VBJ305 AUSTRALIAN COMMUNITY THEATRE  
Campus: To be advised  
Prerequisite(s): VBJ304 Australian Theatre  
Content: Analyse the development of community theatre, festivals and events in Australia; Identify the origins, development and current practices of a small theatre company, community festival or event; Analyse a range of community theatre performances, festivals or events; Identify the vocational opportunities in community theatre.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum

VBJ306 SCRIPT WRITING  
Campus: To be advised  
Prerequisite(s): Nil  
Content: Write a twenty minute script for rehearsal; Conduct a rehearsal of the twenty minute script and revise draft following rehearsal.  
Required Reading: To be advised  
Nominal Hours: 50 Hours  
Assessment: As per accredited curriculum
VBJ308 CIRCUS SKILLS
Campus: To be advised
Prerequisite(s): Nil
Content: Develop and perform a warm up routine for circus work; Demonstrate a range of basic circus routines; Select a set of circus skills, apply to a character in rehearsal; Demonstrate a range of circus skills in performance.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ309 PUPPETRY
Campus: To be advised
Prerequisite(s): Nil
Content: Design and construct a puppet for a specific event; Manipulate puppet in performance.
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ310 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

VBJ311 ACTING 2
Campus: To be advised
Prerequisite(s): VBJ300 Acting 1
Content: Select, rehearse and perform a duologue; Demonstrate a major acting method in a performance; Demonstrate a range of acting techniques in ensemble performance.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ312 VOICE 2
Campus: To be advised
Prerequisite(s): VBJ301 Voice 1
Content: Perform a vocal technique of a major theorist; Analyse and evaluate the vocal technique of f major theorist; Conduct a vocal warm up for a group; Apply vocal techniques to a script in a performance.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ313 MOVEMENT 2
Campus: To be advised
Prerequisite(s): VBJ302 Movement 1
Content: Design and perform a warm up routine; Perform a solo work using a range of movement motifs; Create a unified composition using a personal movement vocabulary; Compare and contrast the work of two major Twentieth Century choreographers or physical theatre directors.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ314 IMPROVISATION 2
Campus: To be advised
Prerequisite(s): VBJ303 Improvisation 1
Content: Interpret a given text using improvisation techniques; Apply improvisation techniques to the interpretation of a character; Apply improvisation techniques in production of a play.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ316 MUSIC IN PERFORMANCE
Campus: To be advised
Prerequisite(s): Nil
Content: Analyse the role of music in a range of performance contexts; Develop and perform a musical piece to accompany a performance using percussion instruments.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

VBJ318 INDUSTRIAL RELATIONS/EMPLOYMENT RELATIONS
Campus: To be advised
Prerequisite(s): To be advised
Content: Current workplace industrial relations/employment relations issues; The theoretical system framework; The preparation of agreements within the current human resources climate.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBJ369 COMPETENCY ANALYSIS
Campus: To be advised
Prerequisite(s): To be advised
Content: Conduct competency audit, prepare competency portfolio.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VBJ370 CAREER PLANNING & SKILLS ASSESSMENT
Campus: To be advised
Prerequisite(s): To be advised
Content: Prepare a personal plan; conduct a self-assessment for Recognition of Prior Learning; prepare a personal resume; develop a job search and job interview strategies.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBJ372 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
MODULE/UNIT DETAILS

VBJ375 PRODUCTION PLANNING, SCHEDULING AND CONTROL
Campus To be advised
Prerequisite(s) To be advised
Content Forecasting techniques; The production plan; Scheduling shop floor operations; Computerised scheduling.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ376 SUPPLY CHAIN MANAGEMENT PRINCIPLES
Campus To be advised
Prerequisite(s) To be advised
Content The principles of supply chain management; Requirements for a successful supply chain; Perform a range of Economic Order Quantity (EOQ) calculations; Perform a range of ordering calculations; Explain the Pareto Principle; Demonstrate the principles of Manufacturing Resources Planning (MRPII).
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ377 MANAGEMENT OF WAREHOUSE SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content Strategies to manage and ensure smooth workflow in a warehouse environment; Alternative materials handling systems; Current trends and issues in warehouse systems; Technology and operations; Strategies for managing systems in a warehouse environment; Analyse the inventory control system of a warehouse organisation; Stock location system used in a warehouse organisation and improvements that could be made; The picking system used in a warehouse organisation and improvements that could be made; Analyse the dispatch and transport system of a warehouse organisation and participate in the development and evaluation of new systems.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

VBJ382 CAREER PLANNING AND SKILLS ASSESSMENT - INDUSTRY PROJECT
Campus To be advised
Prerequisite(s) To be advised
Content Career path planning; Skills mapping; Writing resumes; Recognition of Prior Learning processes, Requirements of the Framework for the Business Services, Finance and Property Industries in Victoria.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ383 FACILITY LAYOUT & WORKPLACE DESIGN
Campus To be advised
Prerequisite(s) To be advised
Content Facility layout and workplace design; How layout techniques are used to improve existing facilities; Assess a range of work environments to determine the need for redesign; re-layout or work redefinition; Explain the relationship between work, worker and the workplace on humans and productivity.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ384 PROJECT MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Network analysis approaches to project planning; Establish the critical path by doing the forward and backward passes and compute the table of floats and allocation of resources; The similarities and differences of other network systems; PERT (Project Evaluation and Review Technique); Basic processes involved in the management of a project after the planning phase; Design the project; Cost the project; Outline project organisation; Schedule the project.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ386 COMPUTER APPLICATIONS FOR OPERATIONS MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content Computer operating systems; Commercially available software packages applicable to operations management; Use software packages for a range of operations management applications.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ387 MAINTENANCE MANAGEMENT
Campus To be advised
Prerequisite(s) To be advised
Content The rationale approach to repair programs; Principles and practices underpinning preventative maintenance strategies; Principles and practices underpinning predictive maintenance strategies; Systems concept of machinery and equipment reliability and failure; Principles and practices of sound maintenance management.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ389 STATISTICAL & ESTIMATING TECHNIQUES
Campus To be advised
Prerequisite(s) To be advised
Content Calculations using the activity sampling technique, in management investigations; Calculations using the group timing technique for setting time standards; Calculations dealing with machine interference; Types of standard data systems that may be developed and installed.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
VBJ391 INDUSTRY PROJECT/PRACTICUM
Campus To be advised
Prerequisite(s) To be advised
Content Apply the relevant knowledge and practical skills to perform a range of operations management functions.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

VBJ392 DEVELOP AN ENVIRONMENTAL PLAN
Campus To be advised
Prerequisite(s) To be advised
Content An environmental plan; Development of an environmental plan; Resource requirements for an environmental plan; Evaluate environmental assets, activities, challenges and opportunities; Present an environmental plan.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

VBJ577 INTRODUCTION TO PUBLIC RELATIONS 1
Campus To be advised
Prerequisite(s) To be advised
Content Define, outline and explain the historical development of public relations; Public relations in business, government and other institutions; Functions performed by public relations professionals; Public relations planning for the organisation; Theories and processes of communication; Internal public relations.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ578 INTRODUCTION TO PUBLIC RELATIONS 2
Campus To be advised
Prerequisite(s) To be advised
Content Operating procedures of Public Relations organisations; Stages of the public relations program; Structure, roles and techniques used in various media; Categories of media; Develop programs for special events; Techniques used in 'issues management' and 'crisis Public Relations'; speech presentation; Interrelationships between public relations and advertising functions.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ579 TECHNIQUES FOR PRODUCTION
Campus To be advised
Prerequisite(s) To be advised
Content Demonstrate an understanding of print layout; Applications and functions of desktop publishing; Elements of an in-house newsletter and annual report; Uses of photographs, line drawings and cartoons in print publications; Processes used in printing; Audio-visual and film production and scripting.
Required Reading To be advised
Nominal Hours 51 Hours
Assessment As per accredited curriculum

VBJ685 PERMITS AND CONTROLS IN INTERNATIONAL TRADE
Campus To be advised
Prerequisite(s) To be advised
Content The nature, purpose and functions of quarantine–cargo clearance; impact and control of pests and diseases. Principles of conservation; data requirements for wildlife exports and imports; applications of GST where relevant.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ707 ORAL COMMUNICATION 1B
Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the consolidation of beginning oral communication skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ708 READING & WRITING 1B
Campus To be advised
Prerequisite(s) To be advised
Content This module focuses the consolidation of beginning reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ709 NUMERACY 1B
Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the consolidation of beginning numeracy skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

VBJ710 USING ELECTRONIC TEXTS 1B
Campus To be advised
Prerequisite(s) To be advised
Content This module focuses on the consolidation of beginning skills for using electronic texts in English through connecting new learning with the resources and demands in an adult learning context.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
| Module/Unit Details | Campus | Prerequisite(s) | Content | Required Reading | Nominal Hours | Assessment | | | | |
|--------------------|--------|----------------|---------|-----------------|---------------|------------|
| **VBJ711 USING DIAGRAMMATIC TEXTS 1B** | To be advised | To be advised | This module focuses on the consolidation of beginning skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner. | To be advised | 40 Hours | As per accredited curriculum | |
| **VBJ712 ORAL COMMUNICATION 2** | To be advised | To be advised | This module focuses on extending initial oral communication skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner. | To be advised | 80 Hours | As per accredited curriculum | |
| **VBJ713 READING & WRITING 2** | To be advised | To be advised | This module focuses on the extension of initial reading and writing skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner. | To be advised | 80 Hours | As per accredited curriculum | |
| **VBJ714 NUMERACY 2** | To be advised | To be advised | This module focuses on extending initial numeracy skills in English through connecting new learning with the life knowledge, interests and experiences of the adult learner. | To be advised | 80 Hours | As per accredited curriculum | |
| **VBJ715 ELECTRONIC TEXTS 2** | To be advised | To be advised | This module focuses on extending initial skills for using electronic texts in English through connecting new learning with the resources and demands in an adult learning context. | To be advised | 80 Hours | As per accredited curriculum | |
| **VBJ716 DIAGRAMMATIC TEXTS 2** | To be advised | To be advised | This module focuses on the extension of initial skills for using diagrammatic texts in English through connecting new learning with the life knowledge, interests and experiences of the adult learner. | To be advised | 80 Hours | As per accredited curriculum | |
| **VBK137 PERSONAL EFFECTIVENESS** | To be advised | To be advised | The purpose of this module is to enhance the interpersonal skills of participants by developing their self confidence and competence in communication. | To be advised | 30 Hours | As per accredited curriculum | |
| **VBK138 ORIENTATION TO LEARNING** | To be advised | To be advised | The purpose of this module is to provide participants with the skills, knowledge and attitudes required to identify pathways to future education and training through the preparation of an individual action plans. | To be advised | 25 Hours | As per accredited curriculum | |
| **VBK139 ORIENTATION TO WORK** | To be advised | To be advised | The purpose of this module is to provide participants with general information and experience of the work environment through investigation of a variety of work situations. | To be advised | 25 Hours | As per accredited curriculum | |
| **VBK156 INDUCTION** | Nil | | To provide learners with an introduction to the training organisation. This includes the expectations of individuals and the range of facilities and services available. This module helps participants examine the personal arrangements they will need to make in order to take part in the training program. | | 10 Hours | To be advised | |
| **VBK157 INDIVIDUAL VOCATIONAL PLAN** | Nil | | To provide learners with the skills to develop an individual transition plan to maximise development throughout the course and to plan for exit. | | 80 Hours | To be advised | |
| **VBK158 INTERPERSONAL COMMUNICATION SKILLS** | Nil | | To provide learners with interpersonal and conversational skills. | | 30 Hours | To be advised | |
VBK159 WORKPLACE COMMUNICATION SKILLS

Campus To be advised
Prerequisites VBK158 Interpersonal Communication Skills
Content To provide learners with the skills to perceive and respond to social situations approximately thereby increasing their ability to obtain and maintain employment and develop meaningful relationships.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK280 LEGAL ASPECTS 1 FOR JUSTICE STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content This module will provide students with a general introductory framework of Australian law including its law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop legal research skills.
Required Reading To be advised
Nominal Hours 480 Hours
Assessment To be advised

VBK160 TEAM WORK

Campus To be advised
Prerequisites VBK158 Interpersonal Communication Skills
Content To provide learners with the skills and confidence to participate effectively as members of a team.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment To be advised

VBK281 LEGAL ASPECTS 2 FOR JUSTICE STUDIES

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to enable students to develop a comprehensive understanding of the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.
Required Reading To be advised
Nominal Hours 75 Hours
Assessment As per accredited curriculum

VBK161 PERSONAL MANAGEMENT SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with the skills and tools for applying personal independence in everyday situations.
Required Reading To be advised
Nominal Hours 65 Hours
Assessment To be advised

VBK283 AUSTRALIAN CRIMINAL JUSTICE SYSTEM

Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide students with the knowledge and understanding of the relevant Criminal Justice functions of law-enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject content.
Required Reading To be advised
Nominal Hours 76 Hours
Assessment As per accredited curriculum

VBK162 COMMUNITY SKILLS

Campus To be advised
Prerequisites Nil
Content To provide learners with the knowledge and skills to use facilities and technologies in order to participate more fully in their communities.
Required Reading To be advised
Nominal Hours 95 Hours
Assessment To be advised

VBK284 CRIMINOLOGY

Campus To be advised
Prerequisite(s) To be advised
Content To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention strategy.
Required Reading To be advised
Nominal Hours 68 Hours
Assessment As per accredited curriculum

VBK163 CAREER PLANING

Campus To be advised
Prerequisites Nil
Content To develop personal organisation and job search skills.
Required Reading To be advised
Nominal Hours 80 hours
Assessment To be advised

VBK285 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

VBK164 WORKPLACE EDUCATION

Campus To be advised
Prerequisites Nil
Content To provide learners with a variety of experiences in work settings in order to assess aptitudes, develop interests and to refine skills, work attitudes and behaviours.
Required Reading To be advised
Nominal Hours 300 Hours: Class contact – 60 Hours, Placement – 240 Hours
Assessment To be advised

VBK165 VOCATIONAL ELECTIVES

Campus To be advised
Prerequisites Nil

Content To provide learners with specific vocational skills related to employment and appropriate workplace behaviours and attitudes.
Required Reading To be advised
Nominal Hours 400 Hours
Assessment To be advised
### VBK285 JUSTICE DELIVERY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to develop an understanding of the role and function and organisation of the departments and agencies, which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice workers.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum

### VBK286 JUVENILE JUSTICE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This module provides for an application of knowledge and skills regarding the law, procedures of institutions and structures involved within the juvenile justice system.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum

### VBK287 CRIME PREVENTION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** This module will enable students to develop a comprehensive knowledge of crime prevention strategies. It also aims to provide students with the ability to analyse techniques and theories used in early intervention and developmental approaches to crime prevention. A further module purpose is to enable students to evaluate, design and implement crime prevention strategies.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum

### VBK288 SOCIAL RESEARCH AND ANALYSIS

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in Community Justice.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum

### VBK289 APPLIED PSYCHOLOGY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to introduce students to the science of Psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.  
**Required Reading** To be advised  
**Nominal Hours** 68 Hours  
**Assessment** As per accredited curriculum

### VBK290 CULTURAL DIVERSITY

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to introduce students to Australia's multicultural society. By providing accurate information as well as opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudinal change and empathy in the participants.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum

### VBK291 JUSTICE COMMUNICATION

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to provide students with the necessary knowledge and skills to communicate effectively and to develop an understanding of the concepts and skills of mediation for managing conflict and resolving disputes in a justice environment.  
**Required Reading** To be advised  
**Nominal Hours** 40 Hours  
**Assessment** As per accredited curriculum

### VBK292 WORKPLACE PRACTICE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The aim of the module is for students to acquire the skills, knowledge, attributes and professional practices that will contribute to the effective management of their workplace in the context of contemporary issues, and an environment of industrial change. This module provides competency-based training in the management of workplace practice in an environment of industrial change and award re-structuring, in a manner that will positively contribute to the effectiveness and efficiency of the organisation. As part of a suite of generic management skills this module is not designed for the industrial relations functional specialist but for first level line management.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum

### VBK293 ORGANISATIONAL PRINCIPLES AND PRACTICE 1

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to provide students with knowledge of the principles and practice of management in a justice environment and to develop the necessary knowledge, skills and strategies to deal effectively with the issues of management in a justice environment.  
**Required Reading** To be advised  
**Nominal Hours** 54 Hours  
**Assessment** As per accredited curriculum
VBK295 ORGANISATIONAL PRINCIPLES AND PRACTICE 2
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to assist students in the analysis and further understanding of the theories behind the principles and practice of management in a justice environment and to assist them to develop and apply their own style of management to deal effectively with the issues of management in the justice environment.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK296 MUNICIPAL LAW ENFORCEMENT
Campus To be advised
Prerequisite(s) To be advised
Content This module will provide students with an overview of law enforcement in Local Government and the relationship with other sectors of the Community Justice field.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK297 CURRENT ISSUES IN LOCAL GOVERNMENT - BEST VALUE
Campus To be advised
Prerequisite(s) To be advised
Content To provide students with an understanding of all aspects of the concept of Best Value in Local Government.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBK298 CURRENT ISSUES IN LOCAL GOVERNMENT - BUSINESS PRACTICES
Campus To be advised
Prerequisite(s) To be advised
Content To introduce students to principles of business practice relevant to the management of local government service delivery.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBK299 CURRENT ISSUES IN LOCAL GOVERNMENT - DEVELOPING BUSINESS PLANS
Campus To be advised
Prerequisite(s) To be advised
Content To introduce students to the rationale for business planning in Local Government and how to conduct this type of planning.
Required Reading To be advised
Nominal Hours 12 Hours
Assessment As per accredited curriculum

VBK300 CURRENT ISSUES IN LOCAL GOVERNMENT - TOWN PLANNING
Campus To be advised
Prerequisite(s) To be advised
Content To introduce concepts, approaches and methods of application of town planning principles and provisions by local authorities.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

VBK301 CORRECTIONAL SYSTEMS
Campus To be advised
Prerequisite(s) To be advised
Content To provide a critical understanding of historical perspectives and current management principles and practices of correctional systems.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK302 HUMAN RIGHTS
Campus To be advised
Prerequisite(s) To be advised
Content Human Rights and Advocacy aims to provide students with the knowledge and skills to practice legal advocacy within a human rights and community justice framework.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK303 CURRENT ISSUES IN COMMUNITY LAW
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to consolidate and refine skills gained in introductory modules and provide students with advanced knowledge and skills to identify current legal issues and to practice legal advocacy within a community justice framework.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK304 CONTEMPORARY POLICING
Campus To be advised
Prerequisite(s) To be advised
Content The purpose of this module is to provide the student with a general knowledge of the structure and function of policing and the role of police in a contemporary society.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum

VBK305 ECONOMICS FOR JUSTICE STUDIES
Campus To be advised
Prerequisite(s) To be advised
Content To provide students with an understanding of economic concepts, objectives, policy and the relationships between economic events, outcomes and the operation of the legal system. To apply the language and tools of economics to express, present, interpret and analyse economic information.
Required Reading To be advised
Nominal Hours 54 Hours
Assessment As per accredited curriculum
## VBK382 COMPUTER SKILLS FOR WRITERS & EDITORS
- **Campus:** To be advised
- **Prerequisite:** Nil
- **Content:** The purpose of this module is to develop skills in the use of word processing packages and the electronic transfer of information in relation to the industry requirements for writers and editors.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours; 1 Point
- **Assessment:** As per accredited curriculum

## VBK386 SCRIPTWRITING 1A
- **Campus:** To be advised
- **Prerequisite:** VBK385 Introduction to Fiction Writing 1
- **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

## VBK387 SCRIPTWRITING 1B
- **Campus:** To be advised
- **Prerequisite:** VBK386 Scriptwriting 1A
- **Content:** The purpose of this module is to further develop the skills of scriptwriting introduced in Scriptwriting 1A. This module focuses on film and television scriptwriting and the development of a major project in any area of scriptwriting.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours; 1 Point
- **Assessment:** As per accredited curriculum

## VBK388 WRITING FOR CHILDREN (YOUNGER READERS) A
- **Campus:** To be advised
- **Prerequisite:** Nil
- **Content:** The purpose of this module is to develop skills in writing and marketing for young children in the area of picture story books. It introduces the works of various children's writers and examines the techniques of writing, presenting and marketing fiction and non-fiction materials for children.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours; 1 Point
- **Assessment:** As per accredited curriculum

## VBK389 WRITING FOR CHILDREN (YOUNGER READERS) B
- **Campus:** To be advised
- **Prerequisite:** VBK388 Writing for Children (Young Readers) 1A
- **Content:** The purpose of this module is to continue development of the skills of writing and marketing literature for children begun in Writing for Children (Younger Readers) 1A, with focus on the junior novel or equivalent younger reader material.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours; 1 Point
- **Assessment:** As per accredited curriculum

## VBK390 WRITING FOR RADIO
- **Campus:** To be advised
- **Prerequisite:** Nil
- **Content:** The purpose of this module is to develop skills in producing content/copy, radio news, drama and magazine style programs.
- **Required Reading:** To be advised
- **Nominal Hours:** 68 Hours; 1 Point
- **Assessment:** As per accredited curriculum

## VBK392 LITERATURE FOR WRITERS A
- **Campus:** To be advised
- **Prerequisite:** VBK390 Literature for Writers A
- **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
VKB394 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

VKB395 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

VKB396 ADVANCED SCREENWRITING PROJECT 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

VKB397 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

VKB398 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

VKB399 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

VKB400 POETRY 2A

Campus: To be advised
Prerequisite: VAE331 Poetry 1A & VAN043 Poetry 1B
Content: The purpose of this module is to identify a range of performance poetry opportunities and techniques, and develop poetry material for publishing.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VKB401 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

VKB402 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

VKB403 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

VKB404 WRITING FOR CHILDREN (OLDER READERS) A

Campus: To be advised
Prerequisite: Nil. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop skills in writing and marketing for older readers in the children’s market. It develops the longer works such as 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

VKB405 WRITING FOR CHILDREN (OLDER READERS) B

Campus: To be advised
Prerequisite: VBK404 Writing for Children (Older Readers) A. A participant may seek recognition through the RPL process for competencies already held.
Content: The purpose of this module is to develop the skills in writing and marketing for older readers in the children market.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum
MODULE/UNIT DETAILS

VBK406 WRITING AN INTERACTIVE MULTIMEDIA SEQUENCE 2

Campus: To be advised
Prerequisite: VBK382 Computer skills for Writers & Editors 1; VBK391 Internet Skills for Writers & Editors; VAC412 Desktop Publishing 1; It is recommended that participants have completed or are currently studying VA0960 Desktop Publishing 2A & VAN029 Desktop Publishing 2B
Content: To develop an understanding of the skills required to create, develop and write an interactive sequence for multimedia productions and to use an authoring tool to create a discrete interactive sequence.
Required Reading: To be advised
Nominal Hours: 68 Hours; 1 Point
Assessment: As per accredited curriculum

VBK593 DESIGN (MANUAL/ ELECTRONIC)

Campus: To be advised
Prerequisites: To be advised
Content: Interpreting job specifications, preparation of comp room (layout) and visuals; Copy evaluation; Copy fitting and mark-up; Principles of layout and decision; Colour applications; Practical-creative design; Margins; Texture; Presentation techniques.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: To be advised

VBK594 INTRODUCTION TO MULTIMEDIA

Campus: To be advised
Prerequisites: To be advised
Content: The function of the net; Surfing and browsing on the net; Basic HTML; Basic page construct; Creation of graphics and text links; Graphic compression files; Tabulation; Web page design and realisation; An evaluation and appreciation of home pages; A comparison between traditional print methods and cyberspace; Industry introduction in the Web field.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: To be advised

VBK614 MULTIMEDIA DESIGN 2

Campus: To be advised
Prerequisite(s): You should have completed VHB043 Multimedia Design 1, and VBH044 Digital Imaging, and VBH046 Interface Design, or have developed the relevant knowledge and skills through other studies or work experience.
Content: design principles and elements in contemporary multimedia products; analytical design methods; graphic styles; contemporary graphic designers; colour and type in multimedia; adapting design styles for multimedia; developing interactive multimedia products from design styles
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

VBK821 INTRODUCTION TO IN HOME SUPPORT

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge and skills to complete the administrative requirements of an in home carer.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBK822 OHS POLICIES & PROCEDURES FOR DOMESTIC CLEANING

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge and skills to adhere to OHS requirements in the workplace.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBK823 CLEANING PRINCIPLES

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge to undertake cleaning operations in a home care environment.
Required Reading: To be advised
Nominal Hours: 51 Hours
Assessment: As per accredited curriculum

VBK824 CLEANING ORGANISATION

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge and skills to plan for safe and efficient cleaning activities.
Required Reading: To be advised
Nominal Hours: 10 Hours
Assessment: As per accredited curriculum

VBK825 WORKING WITH DIVERSE BEHAVIOUR

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge and skills to communicate and deal effectively with clients with a range of disabilities and special requirements.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

VBK826 LAUNDRY SERVICES

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge and skills to complete laundry services for a client.
Required Reading: To be advised
Nominal Hours: 6 Hours
Assessment: As per accredited curriculum

VBK841 BED MAKING SERVICES

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide the learner with the knowledge and the skills to make beds and apply safe practice.
Required Reading: To be advised
Nominal Hours: 3 Hours
Assessment: As per accredited curriculum
### VBM510 LEARNING TO LEARN

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
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<tr>
<td>Content</td>
<td>To assist students to negotiate the relationship between their familiar cultures and the cultures of tertiary education. The module focuses on assisting students in understanding the nature of knowledge in a tertiary educational environment and the skills involved in learning in this environment. The module gives particular attention to key aspects of reading and writing in this environment with the aim of developing students’ capacities to confidently participate in the cultures of tertiary education.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
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### VBM511 INQUIRY AND PRESENTATION

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<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>The aim of this module is to develop students’ capacities to independently research a tertiary learning environment. It also aims to develop students’ critical abilities, abilities which are integral to this learning environment. Finally, the module aims to develop the knowledge and skills essential for students to present themselves for further study and the vocations which are associated with further study.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<td>Nominal Hours</td>
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### VBM512 PUBLIC LIFE - PAST AND PRESENT

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<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
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<tr>
<td>Content</td>
<td>To enable students to participate effectively in debates about public issues and in debates about the role and value of democracy in contemporary society. Within this context, the module aims to develop students’ capacity to read and write about a diverse range of texts in public life. It introduces students to frameworks of understanding that will enable them to appreciate key issues within other subjects of the liberal arts course, in further study and in public life in general.</td>
</tr>
<tr>
<td>Required Reading</td>
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<tr>
<td>Nominal Hours</td>
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<td>Assessment</td>
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### VBM513 STORIES CULTURES TELL THEMSELVES

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<th>Campus</th>
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<tr>
<td>Prerequisite(s)</td>
<td>To be advised</td>
</tr>
<tr>
<td>Content</td>
<td>To enable students to appreciate the significance of stories for themselves as individuals and for cultures in which individuals participate. Another aim of the module is to enable students to recognise many forms stories can take. The module also aims to provide students with the skills and language with which to critically evaluate stories in a range of social contexts.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
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<td>Assessment</td>
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### VBM514 NATURE AND ITS HUMAN TRANSFORMATION

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<tr>
<td>Content</td>
<td>The aim of this module is to develop students’ capacities to independently research a tertiary learning environment. It also aims to develop students’ critical abilities, abilities which are integral to this learning environment. Finally, the module aims to develop the knowledge and skills essential for students to present themselves for further study and the vocations which are associated with further study.</td>
</tr>
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<td>Required Reading</td>
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### VBM515 ECONOMY AND SOCIETY

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<tr>
<td>Prerequisite(s)</td>
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</tr>
<tr>
<td>Content</td>
<td>To enable students to appreciate the relevance of understanding large-scale economic change for fields of study other than economics, for citizens engaged in public life and for individuals in the workplace. Finally, the module aims to provide students with the knowledge and skills to participate in current debates about economic policy.</td>
</tr>
<tr>
<td>Required Reading</td>
<td>To be advised</td>
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<tr>
<td>Nominal Hours</td>
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### VBM516 TEXT AND CULTURE 1

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<tr>
<td>Content</td>
<td>To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.</td>
</tr>
<tr>
<td>Required Reading</td>
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<td>Nominal Hours</td>
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### VBM517 TRADITION AND MODERNITY

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<td>Prerequisite(s)</td>
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<tr>
<td>Content</td>
<td>To enable students to enter contemporary debates about the significance of tradition in contemporary cultures and to enter debates about modernity and postmodernity. Within this context, the module also aims to enable students to enter contemporary debates about the significance of history including the uses of history in contemporary culture.</td>
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<td>Required Reading</td>
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<td>VBM518</td>
<td>RESEARCH PROJECT</td>
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<td>VBM519</td>
<td>HISTORY AND SOCIOLOGY OF HUMAN RELATIONSHIPS</td>
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<td>VBM520</td>
<td>URBAN STUDIES</td>
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<td>VBM521</td>
<td>INTRODUCTION TO THEORIES OF HUMAN PERSONALITY</td>
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<td>VBM522</td>
<td>TEXT AND CULTURE II</td>
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<tr>
<td>VBM565</td>
<td>ORAL COMMUNICATIONS II</td>
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<td>VBM566</td>
<td>ORAL COMMUNICATIONS III</td>
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<tr>
<td>VBM589</td>
<td>WORK EFFECTIVELY AS A PROFESSIONAL NURSE</td>
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<td>VBM587</td>
<td>UNDERTAKE CLIENT ASSESSMENT</td>
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<td>VBM586</td>
<td>DELIVER NURSING CARE TO CLIENTS</td>
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<tr>
<td>VBM585</td>
<td>DEVELOP RESEARCH SKILLS TO SUPPORT NURSING PRACTICE</td>
</tr>
<tr>
<td>VBM590</td>
<td>APPLY PROFESSIONAL NURSING PRACTICE TO CLIENT CARE IN RESIDENTIAL AGED CARE FACILITIES</td>
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<td>VBM591</td>
<td>IMPLEMENT INFECTION PREVENTION AND UNDERTAKE SIMPLE WOUND MANAGEMENT</td>
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<tr>
<td>VBM592</td>
<td>PROVIDE INDIVIDUALISED HEALTH EDUCATION TO CLIENTS</td>
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<tr>
<td>VBM593</td>
<td>CONTRIBUTE TO THE HEALTH AND WELLBEING OF CLIENTS (REHABILITATION AND COMMUNITY)</td>
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510
VBM594 PARTICIPATE IN PROVIDING PALLIATIVE CARE

Campus: To be advised
Prerequisite(s): To be advised
Content: This subject introduces palliative care using a holistic life span approach and utilises the issues related to death and dying, to explore the complexity of nursing care in this field of nursing. The student is required to understand the value of establishing supportive relationships with their client and significant others. This enables them to lean to provide nursing care to client and carers with differing reaction, needs and socio-cultural values in relation to the dying process.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

VBM595 PARTICIPATE AS A PRECEPTOR IN A WORK TEAM

Campus: To be advised
Prerequisite(s): To be advised
Content: This subject introduces the role of preceptor within the work team by developing teaching, learning and reflective skills. These skills will enable the registered nurse division 2 to take an active role in orientation of new staff and students on placement as part of their own work plan. The subject will also provide the knowledge and skills to manage conflict within the work team constructively and use it as an opportunity to improve processes and interactions.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

VBM596 PARTICIPATE IN PROVIDING THERAPEUTIC INTERVENTIONS FOR CLIENTS EXPERIENCING ALTERATIONS TO MENTAL HEALTH AND MENTAL DISORDERS

Campus: To be advised
Prerequisite(s): To be advised
Content: This subject describes how the registered nurse division 2 participates as one of the multidisciplinary team in providing care and support to meet the needs of consumers in a range of clinical settings. It encourages the student to learn that the nursing care in a mental health context is holistic – and the client’s physical, spiritual and psychosocial needs are to be met as well mental health needs. It also gives the student the opportunity to reflect on their own stress levels and learn ways of managing themselves in this specialty area.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

VBM687 GENERAL CURRICULUM OPTIONS (DRIVER EDUCATION)

Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to undertake testing for the Victorian Learner Permit, Vic Roads.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

VBM591 READING AND WRITING II

Campus: To be advised
Prerequisite(s): To be advised
Content: The curriculum is designed for students who wish to extend their reading, writing and oral skills in order to construct a wide variety of text types and expand their general knowledge. The curriculum is designed to develop basic study and research skills, self-confidence and general knowledge throughout the study of a variety of topics. The program is particularly suitable for students returning to study, includes an introduction to the library and self-access facilities at the University and uses teaching strategies which encourage students to work together as well as independently on topics of interest and research projects.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM592 NUMERACY AND MATHEMATICS II

Campus: To be advised
Prerequisite(s): To be advised
Content: The curriculum is designed to extend students with a knowledge of basic numerical concepts and build confidence in everyday mathematical problem solving. Teaching activities place maths in context and emphasise the use of maths as a tool for understanding and representing information. A thematic curriculum approach is used which allows the skills identified in.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum

VBM593 GENERAL CURRICULUM OPTIONS II

Campus: To be advised
Prerequisite(s): To be advised
Content: A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.
Required Reading: To be advised
Nominal Hours: 80 Hours
Assessment: As per accredited curriculum

VBM594 READING AND WRITING III

Campus: To be advised
Prerequisite(s): To be advised
Content: The curriculum is designed to extend the reading, writing and oral communication skills of students who require assistance with, and confidence in, constructing a variety of longer text types such as short essays and reports. The curriculum also incorporates a general studies program based on selected themes. Students are encouraged to use all of the facilities available at the University, including the Library and Self-Access rooms, to further develop their independent research and study skills. In additional, students are expected to make use of community information and cultural amenities, such as the museum, art gallery, documents on radio and television and reference to journal articles to make presentations at a basic level. The course also prepares students for entry into Adult VCE English.
Required Reading: To be advised
Nominal Hours: 100 Hours
Assessment: As per accredited curriculum
<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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<tbody>
<tr>
<td>VBM696</td>
<td>GENERAL CURRICULUM OPTIONS III</td>
<td>To be advised</td>
<td>To be advised</td>
<td>A thematic curriculum approach is used which allows the skills identified in General Curriculum Options streams to be developed.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBS633</td>
<td>DRAWING FOR ILLUSTRATIONS</td>
<td>To be advised</td>
<td>Nil</td>
<td>Draw using specialised tools and equipment for illustration.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBS635</td>
<td>OCCUPATIONAL HEALTH AND SAFETY</td>
<td>To be advised</td>
<td>To be advised</td>
<td>The purpose of this module is to provide participants with the skills, knowledge and attitudes required to identify, assess and control chemical, physical, psychological and biological hazards in the working environment.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBS636</td>
<td>BUSINESS PRACTICES</td>
<td>To be advised</td>
<td>Nil</td>
<td>Skills, knowledge and attitudes required to start or run a small business relevant to the art/design industry.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS637</td>
<td>FOCUS ON INDUSTRY</td>
<td>To be advised</td>
<td>VBS641 Drawing</td>
<td>The purpose of this module is to allow participants to identify careers and pathways in industry through research, placement and/or visiting specialists.</td>
<td>To be advised</td>
<td>16 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS638</td>
<td>DESIGN PRINCIPLES AND ELEMENTS</td>
<td>To be advised</td>
<td>Nil</td>
<td>To provide participants with the skills, knowledge and attitudes required to resolve visual communication problems through the application of design principles and elements.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBS639</td>
<td>CONTEMPORARY ART AND/ OR DESIGN</td>
<td>To be advised</td>
<td>Nil</td>
<td>To analyse contemporary art and/or design movements/directions including public art, hybrid art, multimedia and computer generated art.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBS640</td>
<td>COMPUTER AIDED DESIGN</td>
<td>To be advised</td>
<td>Nil</td>
<td>Basic computer operations using industry-relevant hardware and software applications.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>VBS641</td>
<td>DRAWING</td>
<td>To be advised</td>
<td>Nil</td>
<td>The purpose of this module is to provide the participants with a theoretical and practical introduction to photography.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS642</td>
<td>LIFE DRAWING</td>
<td>To be advised</td>
<td>VBS641 Drawing</td>
<td>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.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS643</td>
<td>PHOTOGRAPHY</td>
<td>To be advised</td>
<td>Nil</td>
<td>The purpose of this module is to provide the participants with a theoretical and practical introduction to photography.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS644</td>
<td>DRAWING LEVEL 2</td>
<td>To be advised</td>
<td>VBS641 Drawing</td>
<td>To use drawings and sketches to represent imagery, express ideas, and explore themes.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
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 Level 1.
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

VBS651 CONTEMPORARY ART STUDIES LEVEL 3

Campus To be advised
Prerequisite(s) VBS639 Contemporary Art Studies Level 1, VBS650 Contemporary Art Studies Level 2, VBS653 Context and Culture Level 3.
Content To analyse in detail the influence of specific prominent philosophical concerns upon contemporary art and design.
Required Reading To be advised
Nominal Hours 32 Hours
Assessment As per accredited curriculum

VBS652 CONTEXT AND CULTURE LEVEL 2

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1.
Content To identify and analyse diverse cultures/sub-cultures and their relationship to the arts. A Visiting Artists program is an essential aspect of this study.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS653 CONTEXT AND CULTURE LEVEL 3

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2.
Content To analyse philosophical theory and its relationship to art production.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS654 CONTEXT AND CULTURE LEVEL 4

Campus To be advised
Prerequisite(s) VBS656 Context and Culture Level 1, VBS652 Context and Culture Level 2, VBS653 Context and Culture Level 3
Content To evaluate own work in terms of aesthetics, social context and philosophical foundations. Students are also required to prepare for an exhibition of their work.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum

VBS655 STUDIO AND MATERIALS STUDIES

Campus To be advised
Prerequisite(s) Nil
Content To develop a range of approaches using differing methods, materials and techniques to artistic problems.
Required Reading To be advised
Nominal Hours 96 Hours
Assessment As per accredited curriculum

VBS656 CONTEXT AND CULTURE LEVEL 1

Campus To be advised
Prerequisite(s) Nil
Content To identify and analyse sociological subject matter and its impact on the production of art.
Required Reading To be advised
Nominal Hours 48 Hours
Assessment As per accredited curriculum
### VBS657 PAINTING LEVEL 1
**Campus** To be advised  
**Prerequisite(s)** VBS635 Occupational Health and Safety  
**Content** An introduction to the production of paintings  
**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

### VBS658 PAINTING LEVEL 2
**Campus** To be advised  
**Prerequisite(s)** VBS635 Occupational Health and Safety, VBS657 Painting Level 1  
**Content** To develop personal philosophy in regard to painting  
**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

### VBS659 PAINTING MINOR STUDY 1
**Campus** To be advised  
**Prerequisite(s)** VBS635 Occupational Health and Safety, VBS657 Painting Level 1, VBS658 Painting Level 2  
**Content** To apply a knowledge of materials and methods in regard to the production of paintings  
**Required Reading** To be advised  
**Nominal Hours** 96 Hours  
**Assessment** As per accredited curriculum

### VBS660 PAINTING MINOR STUDY 2
**Campus** To be advised  
**Prerequisite(s)** VBS635 Occupational Health and Safety, VBS657 Painting Level 1, VBS658 Painting Level 2  
**Content** To apply a knowledge of materials and methods in regard to the production of paintings  
**Required Reading** To be advised  
**Nominal Hours** 96 Hours  
**Assessment** As per accredited curriculum

### VBS661 PAINTING MAJOR STUDY 1
**Campus** To be advised  
**Prerequisite(s)** VBS657 Painting Level 1, VBS658 Painting Level 2  
**Content** To apply and develop a knowledge of materials and methods in regard to the production of paintings  
**Required Reading** To be advised  
**Nominal Hours** 144 Hours  
**Assessment** As per accredited curriculum

### VBS662 PAINTING MAJOR STUDY 2
**Campus** To be advised  
**Prerequisite(s)** VBS661 Painting Major Study 1 or equivalent  
**Content** To initiate, plan and execute paintings which are a vehicle for personal expression  
**Required Reading** To be advised  
**Nominal Hours** 144 Hours  
**Assessment** As per accredited curriculum

### VBS663 PRINTMAKING LEVEL 1
**Campus** To be advised  
**Prerequisite(s)** VBS635 Occupational Health and Safety  
**Content** A theoretical and practical introduction to printmaking methods and techniques, providing a basis for the development of ideas and concepts in printed imagery  
**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

### VBS664 PRINTMAKING LEVEL 2
**Campus** To be advised  
**Prerequisite(s)**  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to explore printmaking techniques and materials as a means of expressing ideas and concepts in printed imagery  
**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

### VBS688 ELECTRONIC DESIGN LEVEL 1
**Campus** To be advised  
**Prerequisite(s)** VBS640 Computer Aided Design  
**Content** 2D Image manipulation; compositing images digitally; Respond to a design brief using digital imaging  
**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

### VBS689 ELECTRONIC DESIGN LEVEL 2
**Campus** To be advised  
**Prerequisite(s)** VBS640 Computer Aided Design; VBS688 Electronic Design Level 1  
**Content** Producing graphic designs for print media using digital applications; Incorporating text into graphic design using digital applications; Using Vector software to produce graphics; Creating a multi-page print document  
**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

### VBS744 DESIGN PROCESS LEVEL 1
**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** The purpose of this module is to provide the participants with the skills, knowledge and attitudes required to conceptualise, source and develop designs and imagery by applying creative, analytical and problem solving approaches to design problems  
**Required Reading** To be advised  
**Nominal Hours** 48 Hours  
**Assessment** As per accredited curriculum

### VBS746 REPROGRAPHICS AND PREPRESS LEVEL 1
**Campus** To be advised  
**Prerequisite(s)** Nil  
**Content** Use industry standard software to prepare designs to prepress stage ready for printing  
**Required Reading** To be advised  
**Nominal Hours** 128 Hours  
**Assessment** As per accredited curriculum
<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>VBS747</td>
<td>REPROGRAPHICS AND PREPRESS LEVEL 2</td>
<td>To be advised</td>
<td>VBS746 Reprographics 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>To be advised</td>
<td>VBS643 Photography, VBS755 Typography.</td>
<td>Use hand tools and appropriate software to produce camera print/print ready commercial artwork of simple one and two colour design.</td>
<td>To be advised</td>
<td>80 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS749</td>
<td>FINISHED ART LEVEL 2</td>
<td>To be advised</td>
<td>VBS748 Finished Art level 1.</td>
<td>To 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>To be advised</td>
<td>VBS749 Finished Art Level 2.</td>
<td>To 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>To be advised</td>
<td>Nil</td>
<td>To 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>To be advised</td>
<td>Nil</td>
<td>To 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>To be advised</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>To be advised</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>To be advised</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>To be advised</td>
<td>VBS635 Occupational Health and Safety.</td>
<td>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.</td>
<td>To be advised</td>
<td>224 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS758</td>
<td>HISTORY OF DESIGN</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>48 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>VBS759</td>
<td>DESIGN PROCESS LEVEL 2</td>
<td>To be advised</td>
<td></td>
<td>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.</td>
<td>To be advised</td>
<td>96 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
VBS760 DESIGN PROCESS LEVEL 3
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to develop design to complete a complex industry design brief.
Required Reading: To be advised
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

VBS761 3D STUDIES
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to provide participants with the skills, knowledge and attitudes required to apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.
Required Reading: To be advised
Nominal Hours: 96 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 design for new media.
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 apply creative, analytical problem solving approaches to design problems by constructing three dimensional objects.
Required Reading: To be advised
Nominal Hours: 96 Hours
Assessment: As per accredited curriculum

WD551 PHILOSOPHY OF PALLIATIVE CARE
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to introduce concepts of quality of life, dying with dignity, and spirituality, all of which are fundamental to the provision of palliative care.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

WD552 ETHICAL & LEGAL ISSUES IN PALLIATIVE CARE
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to develop an awareness of ethical and legal issues to ensure work safety, so that students and services recipients are not exposed to risk.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

WD553 COMMUNICATION FOR THE PALLIATIVE CARE TEAM
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to develop communication skills pertaining to bereavement issues, so that they may work collaboratively with team members, clients, families and carers.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

WD554 EXPLORING CLIENT GROUPS
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to prepare students to work in the palliative care environment by having developed awareness of the palliative client and their needs.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

WD555 SYMPTOMS
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to develop an awareness of some symptoms that may be seen in the palliative client.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum

WD556 GRIEF & LOSS
Campus: To be advised
Prerequisite(s): To be advised
Content: The purpose of this module is to develop an understanding of grief and loss issues in order to support clients, their families and carers, colleagues and self.
Required Reading: To be advised
Nominal Hours: To be advised
Assessment: As per accredited curriculum
<table>
<thead>
<tr>
<th>Module</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><strong>WD557 DEATH &amp; DYING</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>The purpose of this module is to equip the student with some practical care-giving skills related to death &amp; dying.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB03A-B FIRST AID</strong></td>
<td>City King</td>
<td>To be advised</td>
<td>Level 1 first aid plus some additional first aid procedures.</td>
<td>To be advised</td>
<td>8 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WD558 RESOURCES</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>The purpose of this module is to assist students to develop a resource kit and prepare in the event of an emergency.</td>
<td>To be advised</td>
<td>To be advised</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB04A PERFORM SALON/STORE CLEANING DUTIES</strong></td>
<td>City King</td>
<td>Nil</td>
<td>Personal hygiene, tidiness and cleanliness of the workplace; Disposal of waste and hazardous materials; Care of furniture, tools and equipment; Stock control.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB00A COMMUNICATE WITH CLIENTS</strong></td>
<td>City King</td>
<td>Nil</td>
<td>Receptio and telephone duties; Effective communication with clients and other staff in the workplace.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB05A MERCHANDISE BEAUTY PRODUCTS</strong></td>
<td>City King</td>
<td>Nil</td>
<td>Arrangement and presentation of product displays; Setting up and maintenance of displays and checking, maintaining and labeling or pricing stock.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB02A WORK EFFECTIVELY IN A SALON/STORE ENVIRONMENT</strong></td>
<td>City King</td>
<td>Nil</td>
<td>Professional behaviour and communication in salon/store; Staff rights and responsibilities in salon/stores environment.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB06A SELL BEAUTY PRODUCTS</strong></td>
<td>City King</td>
<td>Nil</td>
<td>Use of sales techniques; Key selling skills from approaching the client to closing the sale.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB03A APPLY SAFE WORKING PRACTICES</strong></td>
<td>To be advised</td>
<td>To be advised</td>
<td>Observe basic safety procedures; Observe emergency procedures; Comply with health and hygiene regulations; Apply First Aid procedures.</td>
<td>To be advised</td>
<td>18 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB07A CONDUCT FINANCIAL TRANSACTIONS</strong></td>
<td>City King</td>
<td>Nil</td>
<td>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.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB00A PROVIDE SERVICE TO CLIENTS</strong></td>
<td>City King</td>
<td>Nil</td>
<td>Receiving clients in a professional, courteous manner; Making appointments; Recording client's details; Responding to client complaints; Identify client's special needs and requirements.</td>
<td>To be advised</td>
<td>36 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td><strong>WRB03A-A INFECTION CONTROL</strong></td>
<td>City King</td>
<td>To be advised</td>
<td>Causal agents of disease and disease transmission; Interpretation and implementation of Health Regulations; human body defences against microorganisms; Safe practices management of electrical and other equipment as well as chemicals in the salon; Potential hazards in the salon; fire, evacuation and other emergency procedures; Procedure for reporting accidents/incidents/emergencies; Manual handling, OH&amp;S arrangements and safe lifting practices.</td>
<td>To be advised</td>
<td>32 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
WRB09A PERFORM STOCK CONTROL PROCEDURES

Campus City King.
Prerequisite(s) To be advised
Content Receive and process incoming goods, Rotate stock, Participate in stocktake, Reorder stock, Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRB10A MINIMISE THEFT

Campus City King.
Prerequisite(s) To be advised
Content Apply routine salon/store security, Minimise theft.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB11A OPERATE RETAIL EQUIPMENT

Campus City King.
Prerequisite(s) To be advised
Content Maintain retail equipment, Apply keyboard skills, Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRB12A DEMONSTRATE RETAIL SKIN CARE PRODUCTS

Campus City King.
Prerequisite(s) To be advised
Content Prepare client for skin cleansing, Cleanse face, Apply skin care products, Advise on further product use.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB13A ADVISE ON BEAUTY SERVICES

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Develop product knowledge; Identify and recommend products and services.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB14A PIERCE EARS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Ear piercing in accordance with health regulations.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB15A PROVIDE LASH AND BROW TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Eyelash and eyebrow tinting treatments; Eyelash extensions; eyebrow shaping.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB16A PROVIDE TEMPORARY EPILATION AND BLEACHING TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.
Content Analysis of unwanted hair characteristics for temporary removal and/or camouflage treatment; Facial and body waxing using hot and strip; Bleaching to camouflage hair; After-care treatments; Advice on further service and treatments; sequential treatments/services.
Required Reading To be advised
Nominal Hours 80-100 Hours
Assessment As per accredited curriculum

WRB16A-B SKIN BIOLOGY

Campus City King.
Prerequisite(s) To be advised
Content The appearance, gross anatomy and microscopic anatomy of the skin; The effects of beauty treatments on the hair and nails.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRB17A PROVIDE MANICURE AND PEDICURE SERVICE

Campus City King.
Prerequisite(s) To be advised
Content Prepare client for manicure/pedicure service; Perform a basic manicure/pedicure service; Provide aftercare advice.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRB18A APPLY NAIL ENHANCEMENT

Campus To be advised
Prerequisite(s) To be advised
Content Apply, refill and remove artificial nails; Sequential services.
Required Reading To be advised
Nominal Hours 45 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>Module/Unit Details</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>WRB19A USE ELECTRICAL EQUIPMENT FOR NAILS</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Use of electrical equipment for nail decoration and artificial nail application services.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB20A APPLY NAIL ART</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Decorative techniques for nails.</td>
<td>As per accredited curriculum</td>
<td>15 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB21A DESIGN AND APPLY MAKE UP</td>
<td>City King</td>
<td>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.</td>
<td>Design and colour concepts; Client characteristics; Make-up for domestic street wear, business, pleasure, social, time of day and special occasions.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB22A DESIGN AND APPLY MAKE UP FOR PHOTOGRAPHY</td>
<td>City King</td>
<td>WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.</td>
<td>Design and apply suitable make-up techniques for photography.</td>
<td>As per accredited curriculum</td>
<td>40 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB23A DESIGN AND APPLY REMEDIAL CAMOUFLAGE</td>
<td>City King</td>
<td>WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB21A Design and Apply Make Up.</td>
<td>Camouflage make-up including make-up for tattoos, birthmarks, scars, varicose veins.</td>
<td>As per accredited curriculum</td>
<td>30 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB24A-ANATOMY AND PHYSIOLOGY A</td>
<td>City King</td>
<td>To be advised</td>
<td>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.</td>
<td>As per accredited curriculum</td>
<td>41 Hours</td>
<td>As per accredited curriculum</td>
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<tr>
<td>WRB24A-ANATOMY AND PHYSIOLOGY B</td>
<td>City King</td>
<td>To be advised</td>
<td>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.</td>
<td>As per accredited curriculum</td>
<td>41 Hours</td>
<td>As per accredited curriculum</td>
</tr>
<tr>
<td>WRB24A-C ASSESSMENT DURING FACIAL TREATMENTS</td>
<td>City King</td>
<td>To be advised</td>
<td>Integration of underpinning knowledge into the facial practical unit.</td>
<td>As per accredited curriculum</td>
<td>9 Hours</td>
<td>As per accredited curriculum</td>
</tr>
</tbody>
</table>
WRB25A-A PROVIDE FACIAL TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs.

Content Manual facial techniques including cleansing, exfoliating, steaming, extractions, facial massage, mask therapy; Design of treatment programs; Contraindications; Advice to clients on further treatments.

Required Reading To be advised
Nominal Hours 122 Hours
Assessment As per accredited curriculum

WRB25A-B SKIN DISORDERS

Campus City King.
Prerequisite(s) To be advised

Content Skin gland function; Physiological basis of skin colour; The role of skin in homeostasis and thermoregulation; The role of skin as a sense organ; Growth, development and wound healing in skin; the influence of the endocrine and nervous system on the skin; Basis of skin cancers and their development; Skin immunological and irritation reactions; Typical symptoms and medical treatments of common skin disorders; The role and limitations of the Beauty Therapist with respect to skin disorders; Medical terminology commonly used to describe skin disorders.

Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRB26A-A PROVIDE ADVANCED FACIAL TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client’s Treatment Needs, WRB25A Provide Facial Treatments.

Content Assess client's requirements for machine treatments; Physiological effects and practical use of brush, galvanic, vapozone, high frequency treatments; Manual lymph drainage; Design and perform appropriate treatments on problem and mature skins using manual and machine treatments; Treat red, flushed skin (erythema); Contraindications; Advice to clients on further treatments.

Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRB26A-B COSMETIC CHEMISTRY

Campus City King.
Prerequisite(s) To be advised

Content The function, formation and behaviour of important skin chemicals; Process of percutaneous skin absorption and transepidermal water loss; Toxic effect of various substances on the skin; Chemical concepts and their relationship to cosmetic products and skin treatments; Chemical formulations of products; Action of liposomes on skin; Tanning preparations and sunscreens; New developments in cosmetic products.

Required Reading To be advised
Nominal Hours 41 Hours
Assessment As per accredited curriculum

WRB26A-C BASIC ELECTRICITY

Campus City King.
Prerequisite(s) To be advised

Content Understanding the fundamentals behind static and current electricity as used in the salon and on the body; direct (galvanic) treatments; Alternating and direct currents for muscle and nerve stimulation; Alternating current for muscle heating and high frequency treatments; Ultra-violet and infrared radiation; Laser treatments; Safe practice and management with electrical equipment.

Required Reading To be advised
Nominal Hours 24 Hours
Assessment As per accredited curriculum

WRB27A PROVIDE BODY TREATMENTS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties, WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients, WRB24A Assess Client's Treatment Needs.

Content Assess client's requirements; Relaxation body massage; Designing and performing a massage including machine massage treatments as required; Neuromuscular electronic stimulation; Contraindications; Post massage advice.

Required Reading To be advised
Nominal Hours 116 Hours
Assessment As per accredited curriculum

WRB28A PROVIDE AESTHETIC AROMATHERAPY MASSAGE

Campus City King.
Prerequisite(s) To be advised

Content Assess client's requirements; Design and perform aesthetic aromatherapy massage; Provide after care advice.

Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRB29A-A PROVIDE PERMANENT EPILATION A

WRB29A-B PROVIDE PERMANENT EPILATION B

Campus City King.
Prerequisite(s) To be advised

Content Assess client's requirements; Understanding of contraindications and indications for treatment; Technical skills to perform permanent hair removal of body and facial hair; Advice to clients; Provide after care advice.

Required Reading To be advised
Nominal Hours 80 Hours each
Assessment As per accredited curriculum

WRB32A CO-ORDINATE WORK TEAMS

Campus City King.
Prerequisite(s) WRB01A Communicate with Clients, WRB02A Work Effectively in a Salon Environment, WRB03A Apply Safe Working Practices, WRB04A Perform Salon Cleaning Duties,
WRB05A Merchandise Beauty Products, WRB06A Sell Beauty Products, WRB07A Conduct Financial Transactions, WRB08A Provide Service to Clients.

**Content**
Monitoring, coaching and motivation of other staff; Creating an environment in which teams are motivated.

**Required Reading**
To be advised

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

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**WRB04A PROVIDE A SAFE WORKING ENVIRONMENT**

**Campus**
City King

**Prerequisite(s)**
To be advised

**Content**
Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain policies to deal with hazardous events; Organise staff training; Establish and maintain record system; Evaluate policies and procedures.

**Required Reading**
To be advised

**Nominal Hours**
36 Hours

**Assessment**
As per accredited curriculum

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**WRB01A 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

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**WRB02A COMMUNICATE IN THE WORKPLACE**

**Campus**
City King

**Prerequisite(s)**
Nil

**Content**
This unit encompasses those competencies required to follow routine instructions, participate in workgroup and teams, apply professional ethics, support the organisation and receive and refer client complaints.

**Required Reading**
To be advised

**Nominal Hours**
30 Hours

**Assessment**
As per accredited curriculum

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**WRB03A RECEIVE AND DIRECT CLIENTS**

**Campus**
City King

**Prerequisite(s)**
Nil

**Content**
This unit encompasses those competencies required in the reception area of the salon, including receiving clients and answering the telephone.

**Required Reading**
To be advised

**Nominal Hours**
20 Hours

**Assessment**
As per accredited curriculum

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**WRB04A 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

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**WRB05A 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

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**WRB06A 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

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**WRB07A 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

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**WRB08A CONSULT WITH CLIENTS AND DIAGNOSE SCALP AND HAIR CONDITIONS**

**Campus**
City King

**Prerequisite(s)**
Nil

**Content**
This unit relates to those competencies required to consult the clients for the whole range of hairdressing services.

**Required Reading**
To be advised

**Nominal Hours**
10 Hours

**Assessment**
As per accredited curriculum
WRH10A TREAT HAIR AND SCALP
Campus City King.
Prerequisite(s) Nil
Content This unit describes those competencies required to treat a range of hair and scalp conditions.
Required Reading To be advised
Nominal Hours 10 Hours
Assessment As per accredited curriculum

WRH11A CUT HAIR
Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are used in providing a wide range of haircut looks and beard designs.
Required Reading To be advised
Nominal Hours 170 Hours
Assessment As per accredited curriculum

WRH12A DRESS (STYLE) HAIR
Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required to perform a range of classic and current commercial hairstyles and finishes using a wide variety of techniques.
Required Reading To be advised
Nominal Hours 135 Hours
Assessment As per accredited curriculum

WRH13A PERFORM PERMANENT WAVE AND CHEMICAL RELAXATION SERVICES
Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform a range of permanent wave and chemical relaxation techniques for a wide variety of techniques.
Required Reading To be advised
Nominal Hours 90 Hours
Assessment As per accredited curriculum

WRH14A COLOUR HAIR
Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform temporary, semi permanent and permanent colour and lightening services on clients.
Required Reading To be advised
Nominal Hours 115 Hours
Assessment As per accredited curriculum

WRH15A CO-ORDINATE SALON TEAM
Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies required for effective co-ordination and communication in the workplace and resolution of client complaints.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRH16A PROVIDE SPECIALIST HAIR DESIGN SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies which are required to produce high fashion and current hair designs and may include the use and application of combinations of hair cutting, colour, permanent wave and finishing techniques. It requires a need for skill in professional hair design advised to clients.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRH17A PROVIDE SPECIALIST HAIR COLOUR SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies required to perform specialist colour services to clients. Services incorporate a combination of techniques to produce a high fashion result.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRH18A PROVIDE SPECIALIST HAIRSTYLING SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies required to perform specialist hairstyling services to clients. Services incorporate a combination of techniques including braiding, long hair, advanced roller and curl control and air drying to produce high fashion and current results.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH22A PERFORM A FACE SHAVE
Campus City King.
Prerequisite(s) Nil
Content This unit encompasses those competencies which are required to perform face shaving on male clients.
Required Reading To be advised
Nominal Hours 20 Hours
Assessment As per accredited curriculum

WRH34A SUPERVISE STAFF AND THE SALON
Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses those competencies which are required to provide day to day supervision of workers and the salon.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
WRH35A MAINTAIN CUSTOMER RELATIONS
Campus To be advised
Prerequisite(s) To be advised
Content This unit encompasses the development and implementation of strategies to meet the requirements of existing customers and identifying potential new customers, products and services which may expand business opportunities.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA.1A OPERATE RETAIL EQUIPMENT
Campus To be advised
Prerequisite(s) To be advised
Content Maintain retail equipment; Apply keyboard skills; Operate data entry equipment.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRCA.2A APPLY RETAIL OFFICE PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Process incoming and outgoing mail; Process bulk mail; Operate office equipment; File and retrieve documents; Establish contact with internal and external customers; Prepare simple correspondence.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRCA.3A APPLY RETAIL OFFICE KEYBOARD SKILLS
Campus To be advised
Prerequisite(s) To be advised
Content Open file; Edit information; Exit file; Procedure document from written text.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCA.4A CO-ORDINATE RETAIL OFFICE
Campus To be advised
Prerequisite(s) To be advised
Content Maintain office procedures; Process data in response to information requests; Compose reports/correspondence; Maintain existing recording and filing systems; Maintain computer storage media; Maintain computer filing system.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS.2A APPLY POINT OF SALE HANDLING PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Operate point of sale equipment; Perform point of sale transactions; Complete sales; Wrap and pack goods.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRCS.3A INTERACT WITH CUSTOMERS
Campus To be advised
Prerequisite(s) To be advised
Content Deliver service to customers; Respond to customer complaints; Receive and process sales orders; Identify customers’ special requirements.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRCS.4A CO-ORDINATE INTERACTION WITH CUSTOMERS
Campus To be advised
Prerequisite(s) To be advised
Content Implement customer service standards; Implement store policy regarding customer complaints; Communicate with management; Lead customer service team.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.1A WORK EFFECTIVELY IN A RETAIL ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Act responsibly; Act in a non-discriminatory manner; Identify the Awards/Agreement.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRRER.2A CO-ORDINATE WORK TEAMS
Campus To be advised
Prerequisite(s) To be advised
Content Monitor and organise staffing levels; Inform team members; Coach on the job; Motivate the team; Maintain staffing records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.3A MAINTAIN EMPLOYEE RELATIONS
Campus To be advised
Prerequisite(s) To be advised
Content Identify the awards/agreement; Identify and minimise potential industrial problems; Implement dispute settlement procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum
WRRER.4A IMPLEMENT STAFF TRAINING
Campus To be advised
Prerequisite(s) To be advised
Content Confirm the need for training; Plan and document training; Arrange location and resources; Notify trainees; Prepare trainees; Instruct trainees; Provide opportunities; Confirm trainee has reached required standard of performance; Evaluate training; Record training; Provide information on training.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRER.5A ASSESS WORKPLACE COMPETENCIES
Campus To be advised
Prerequisite(s) To be advised
Content Identify and explain assessment context; Plan evidence gathering opportunities; Organise assessment; Gather evidence; Make the assessment decision; Record assessment results; Provide feedback to person(s) being assessed; Report on the conduct of the assessment.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRF.1A BALANCE REGISTER/Terminal
Campus To be advised
Prerequisite(s) To be advised
Content Remove takings from register/terminal; Reconcile takings.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRF.2A PERFORM RETAIL FINANCE DUTIES
Campus To be advised
Prerequisite(s) To be advised
Content Process Petty Cash Transactions; Prepare Banking Documents; Process Non-Cash Transactions; Reconcile Invoices for Payment to Creditors; Prepare Invoices for Debtors.
Required Reading To be advised
Nominal Hours 27 Hours
Assessment As per accredited curriculum

WRRF.3A PRODUCE FINANCIAL REPORTS
Campus To be advised
Prerequisite(s) To be advised
Content Enter payment summaries into journals; Reconcile accounts to balance; Prepare bank reconciliation’s; Receive and document payment/takings; Dispatch statements to debtors and follow up outstanding accounts; Dispatch payment to creditors; Prepare financial reports.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRF.4A PREPARE PAYROLL
Campus To be advised
Prerequisite(s) To be advised
Content Prepare payroll data; Process payments of wages and salaries; Administrator salary and wages records.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRFM.1A MERCHANDISE FRESH FOOD PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Prepare fresh food stock; Place and arrange fresh food stock; Prepare display labels and tickets; Maintain fresh food display; Protect fresh food stock.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRRFS.1A ADVISE ON FRESH FOOD PRODUCTS AND SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Identify product range and develop product knowledge; Recommend fresh food products; Advise on fresh food services.
Required Reading To be advised
Nominal Hours 21 Hours
Assessment As per accredited curriculum

WRRFS.4A RECOMMEND LIQUOR PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Research store liquor range; Recommend liquor products; Adhere to liquor licensing requirement.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRI.1A PERFORM STOCK CONTROL PROCEDURES
Campus To be advised
Prerequisite(s) To be advised
Content Receive and process incoming goods; Rotate stock; Participate in stock take; Reorder stock; Dispatch goods.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRI.2A MAINTAIN STOCK CONTROL
Campus To be advised
Prerequisite(s) To be advised
Content Monitor receipt and dispatch of goods; Maintain stock records; Co-ordinate stock take/cyclical count; Identify stock losses.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum

WRRI.3A ORDER STOCK
Campus To be advised
Prerequisite(s) To be advised
Content Process order; Follow up order.
Required Reading To be advised
Nominal Hours 18 Hours
Assessment As per accredited curriculum
<table>
<thead>
<tr>
<th>MODULE/UNIT DETAILS</th>
<th></th>
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<tbody>
<tr>
<td>WRRLP.4A BUY MERCHANDISE</td>
<td></td>
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<tr>
<td>Campus To be advised</td>
<td></td>
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<tr>
<td>Prerequisite(s) To be advised</td>
<td></td>
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<tr>
<td>Content Analyse market; Plan product range; Establish supplier relations; Negotiate supply of goods; Introduce product range; Maximise profit; Rationalise stock.</td>
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<td>Required Reading To be advised</td>
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<td>Nominal Hours 50 Hours</td>
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<td>Assessment As per accredited curriculum</td>
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<tr>
<td>WRRLP.5A APPLY STORE SECURITY SYSTEMS AND PROCEDURES</td>
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<td>Campus To be advised</td>
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<tr>
<td>Prerequisite(s) To be advised</td>
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</tr>
<tr>
<td>Content Maintain store security systems; Deal with potentially unsecured situations; Detect and apprehend thieves; Apply post apprehension procedures.</td>
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<td>Required Reading To be advised</td>
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<td>Nominal Hours 36 Hours</td>
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<td>Assessment As per accredited curriculum</td>
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<tr>
<td>WRRLP.6A APPLY RETAIL FOOD SAFETY PRACTICES</td>
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<tr>
<td>Campus To be advised</td>
<td></td>
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<tr>
<td>Prerequisite(s) To be advised</td>
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<tr>
<td>Content Place and arrange merchandise; Prepare display labels/tickets; Place, arrange and display price tickets and labels; Maintain displays; Protect merchandise.</td>
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<tr>
<td>Required Reading To be advised</td>
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<tr>
<td>Nominal Hours 21 Hours</td>
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<tr>
<td>Assessment As per accredited curriculum</td>
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<tr>
<td>WRRINF.1A ANALYSE AND COMMUNICATE INFORMATION</td>
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<td>Campus To be advised</td>
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<tr>
<td>Prerequisite(s) To be advised</td>
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<tr>
<td>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.</td>
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<td>Required Reading To be advised</td>
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<td>Nominal Hours 80 Hours</td>
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<td>Assessment As per accredited curriculum</td>
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<tr>
<td>WRRM.1A MERCHANDISE PRODUCTS</td>
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<td>Campus To be advised</td>
<td></td>
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<tr>
<td>Prerequisite(s) To be advised</td>
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<tr>
<td>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.</td>
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<td>Required Reading To be advised</td>
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<td>Nominal Hours 36 Hours</td>
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<tr>
<td>WRRM.2A PERFORM ROUTINE HOUSEKEEPING DUTIES</td>
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<td>Campus To be advised</td>
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<tr>
<td>Prerequisite(s) To be advised</td>
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<tr>
<td>Content Organise work area; Clean work area.</td>
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<tr>
<td>Required Reading To be advised</td>
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<td>Nominal Hours 18 Hours</td>
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<tr>
<td>Assessment As per accredited curriculum</td>
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<tr>
<td>WRRM.3A CO-ORDINATE MERCHANDISE PRESENTATION</td>
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<tr>
<td>Campus To be advised</td>
<td></td>
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<tr>
<td>Prerequisite(s) To be advised</td>
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<tr>
<td>Content Co-ordinate merchandise presentation and display; Implement merchandise pricing.</td>
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<tr>
<td>Required Reading To be advised</td>
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<tr>
<td>Nominal Hours 36 Hours</td>
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<tr>
<td>Assessment As per accredited curriculum</td>
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</table>

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WRRM.4A CO-ORDINATE HOUSEKEEPING
Campus To be advised
Prerequisite(s) To be advised
Content Implement housekeeping policies.
Required Reading To be advised
Nominal Hours 9 Hours
Assessment As per accredited curriculum

WRRO.1A MANAGE MERCHANDISE AND STORE PRESENTATION
Campus To be advised
Prerequisite(s) To be advised
Content Manage store merchandising; Plan and manage store advertising promotions; Manage store pricing policies; Manage housekeeping.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.2A MANAGE SALES AND SERVICE DELIVERY
Campus To be advised
Prerequisite(s) To be advised
Content Maintain and improve operations; Negotiate supply of goods; Establish customer requirements; Provide productive work environment.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.3A PROVIDE A SAFE WORKING ENVIRONMENT
Campus To be advised
Prerequisite(s) To be advised
Content Develop policies to establish and maintain a safe working environment; Consult with staff; Establish and maintain a safe working environment; Assess risks; Control risks; Establish and maintain records systems; Evaluate policies and procedures.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.4A CONTROL STORE SECURITY/LOSS
Campus To be advised
Prerequisite(s) To be advised
Content Control store security.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.5A CONTROL INVENTORY
Campus To be advised
Prerequisite(s) To be advised
Content Manage, receipt, dispatch and storage of merchandise; Manage stock control.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRRO.6A MANAGE STORE FACILITIES
Campus To be advised
Prerequisite(s) To be advised
Content Control store security.
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
WRPM.3A LEAD AND MANAGE PEOPLE

**Campus** To be advised  
**Prerequisite(s)** To be advised  
**Content** Lead the team; Lead by example; Develop and communicate team objectives; Establish, develop and improve teams; Develop self; Delegate responsibility and authority; Consult with team; Support the team.  
**Required Reading** To be advised  
**Nominal Hours** 30 Hours  
**Assessment** As per accredited curriculum

WRSS.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

WRSS.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

WRSS.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

WRSS.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

WRSS.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 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.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.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRSS.13A RECOMMEND NEWSAGENCY PRODUCTS AND SERVICES
Campus: To be advised
Prerequisite(s): To be advised
Content: Research newsagency products; Recommend newsagency products; Advise on and arrange newsagency services; Process returns to publishers.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRRSS.14A HIRE AND SELL VIDEO PRODUCTS AND SERVICES
Campus: To be advised
Prerequisite(s): To be advised
Content: Research store product range; Recommend video products and accessories; Advise on membership; Apply store video hire and return procedures.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWFN201A COMPLETE DEBTOR PROCESSES
Campus: To be advised
Prerequisite(s): To be advised
Content: Confirm trading terms; Establish customer debts and credit levels; Process debtors.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRWFN302A MANAGE DEBTOR PROCESSES
Campus: To be advised
Prerequisite(s): To be advised
Content: Control consumer debt from direct sale of products or services; Remove financial risk; Implement debt recovery strategy.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWFN403A MANAGE OPERATIONS TO BUDGET
Campus: To be advised
Prerequisite(s): To be advised
Content: Control costs; Control budget; Propose expenditure; Maintain business accounting systems; Prepare business sales budgets; Set budget targets and monitoring mechanisms.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum
WRWFN504A MANAGE PRICES
Campus To be advised
Prerequisite(s) To be advised
Content Confirm market research and forecasts; Set wholesale price; Announce wholesale price; Establish trading terms between a wholesale business and customers.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWI402A PLAN INVENTORY LEVELS
Campus To be advised
Prerequisite(s) To be advised
Content Forecast inventory demands; Implement inventory control systems; Monitor and improve inventory plans.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWMK201A PROVIDE MARKETING AND PROMOTION PROGRAM SUPPORT
Campus To be advised
Prerequisite(s) To be advised
Content Confirm promotional and marketing activities; Respond to enquiries on promotional and marketing activities; Support marketing and promotional programs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWMK202A CONDUCT TELEMARKETING
Campus To be advised
Prerequisite(s) To be advised
Content Confirm telemarketing processes; Respond to customer enquiries using telemarketing technology; Seek customers using telemarketing technology; Maintain telemarketing systems and technology; Record campaign results.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWMK301A IMPLEMENT ADVERTISING AND PROMOTIONAL ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Analyse previous promotional activities; Organise advertising and promotions; Co-ordinate implementation of advertising campaigns; Co-ordinate joint promotional programs; Evaluate success of advertising and joint promotional activities.
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWMK404A MARKET PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Establish wholesale customer requirements; Develop marketing strategies; Implement marketing strategies; Monitor marketing strategies; Evaluate marketing strategies and customer satisfaction.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWMK405A SEIZE A BUSINESS OPPORTUNITY
Campus To be advised
Prerequisite(s) To be advised
Content Analyse environmental factors influencing products and services; Identify a business opportunity; Evaluate a business opportunity; Seize viable business opportunities.
Required Reading To be advised
Nominal Hours 36 Hours
Assessment As per accredited curriculum

WRWMK501A MANAGE PROMOTIONAL ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Manage promotional program objectives and content; Coordinate promotional activities; Monitor promotional programs.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWMK507A DEVELOP A SALES STRATEGY
Campus To be advised
Prerequisite(s) To be advised
Content Review existing sales plans; Devise a sales strategy; Implement sales strategy.
Required Reading To be advised
Nominal Hours 60 Hours
Assessment As per accredited curriculum

WRWMK508A DEVISE A STRATEGIC MARKETING PLAN
Campus To be advised
Prerequisite(s) To be advised
Content Set strategic marketing goals and performance indicators; Predict trends; Position products and services to gain sustainable market advantage; Maximise planning and monitoring frameworks; Implement the strategic marketing plan.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRWOP201A COMPLY WITH LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS ACTIVITIES
Campus To be advised
Prerequisite(s) To be advised
Content Handle products according to safe practices; Model non-discriminatory behaviour; Maintain information security; Adhere to applicable government legislation and requirements.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum
WRWOP402A MAINTAIN OPERATIONAL QUALITY AND PRODUCTIVITY
Campus: To be advised
Prerequisite(s): To be advised
Content: Maintain productivity; Assure quality; Build a commitment to continuous improvement; Implement process quality.
Required Reading: To be advised
Nominal Hours: 42 Hours
Assessment: As per accredited curriculum

WRWOP403A MONITOR COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS IMPACTING BUSINESS OPERATIONS
Campus: To be advised
Prerequisite(s): To be advised
Content: Determine legal structure of the business; Monitor compliance with statutory and regulatory requirements; Establish rights to wholesale products/services; Secure rights to products/services.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRWOP404A NEGOTIATE CONTRACTS
Campus: To be advised
Prerequisite(s): To be advised
Content: Negotiate agreements and contracts; Secure new contracts; Award a contract; Prepare a contract; Finalise contract details; Review a contract.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRWOP405A IMPLEMENT PRODUCT RECALLS
Campus: To be advised
Prerequisite(s): To be advised
Content: Respond to customer problems that may require product recall; Respond to initial enquiries to clarify nature of product risk; Implement product recalls.
Required Reading: To be advised
Nominal Hours: 27 Hours
Assessment: As per accredited curriculum

WRWOP406A MANAGE AND PROMOTE BUSINESS TO BUSINESS E-COMMERCE SOLUTIONS
Campus: To be advised
Prerequisite(s): To be advised
Content: Manage e-commerce solutions; Maintain the function and interrelation of component e-commerce systems; Verify interconnection of e-commerce systems; Establish protocols and access procedures for customers.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRWOP407A MAINTAIN WORKPLACE SAFETY
Campus: To be advised
Prerequisite(s): To be advised
Content: Communicate safety procedures to staff; Maintain a safe workplace; Implement emergency procedures; Monitor occupational health and safety compliance and management.
Required Reading: To be advised
Nominal Hours: 40 Hours
Assessment: As per accredited curriculum

WRWOP508A IMPLEMENT E-COMMERCE BUSINESS SOLUTIONS
Campus: To be advised
Prerequisite(s): To be advised
Content: Analyse the most effective business to business model; Manage e-commerce infrastructure and resources; Manage electronic payment and banking systems; Monitor security of electronic commerce systems and solutions.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRWOP509A BENCHMARK AND CONTINUOUSLY IMPROVE OPERATIONAL QUALITY
Campus: To be advised
Prerequisite(s): To be advised
Content: Benchmark best practice performance; Audit process quality improvement; Improve wholesale processes; Monitor quality improvement for a wholesale process; Monitor customer service quality for a wholesale business; Improve service quality.
Required Reading: To be advised
Nominal Hours: 60 Hours
Assessment: As per accredited curriculum

WRWOP510A ESTABLISH COMPLIANCE WITH LEGAL AND LEGISLATIVE REQUIREMENTS
Campus: To be advised
Prerequisite(s): To be advised
Content: Examine compliance of current business to legal system(s); Establish compliance of current product recall policies and procedures; Analyse responsibilities and accountabilities of parties undertaking business transactions; Analyse and apply principles in business and contract law; Analyse how the law protects intellectual property; Identify risks associated with managing supply across national boundaries.
Required Reading: To be advised
Nominal Hours: 50 Hours
Assessment: As per accredited curriculum

WRWPL201A ACCESS PRODUCT AND SERVICE PERFORMANCE DATA
Campus: To be advised
Prerequisite(s): To be advised
Content: Check trade history of products and services; Compare performance of products and services; Confirm performance of specific products and services.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum
WRWPL302A PROCESS PRODUCT AND SERVICE DATA
Campus To be advised
Prerequisite(s) To be advised
Content Process product and service data; Monitor customer
sales; Maintain product database; Determine customer
preferences.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWPL507A FORECAST PRODUCT PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Forecast trends and developments impacting operations;
Review forecasts.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWPL403A MAXIMISE SALES OF BRANDED PRODUCTS
Campus To be advised
Prerequisite(s) To be advised
Content Set sales objectives to meet business outcomes; Monitor
sales; Develop strategies for promotion of branded products;
Ensure sales of branded product deliver business outcome(s).
Required Reading To be advised
Nominal Hours 42 Hours
Assessment As per accredited curriculum

WRWPL508A IMPROVE SUPPLY AND DISTRIBUTION CHAINS.
Campus To be advised
Prerequisite(s) To be advised
Content Confirm features of specific supply chains; Maintain
information on suppliers; Review distribution arrangements;
Devise policy and procedures for distribution and supply;
Forecast future contingencies impacting supply chain
management; Improve supply and distribution chain effectiveness.
Required Reading To be advised
Nominal Hours 80 Hours
Assessment As per accredited curriculum

WRWPL504A REVIEW PRODUCT/ SERVICE PERFORMANCE
Campus To be advised
Prerequisite(s) To be advised
Content Conduct internal research on current wholesale business
position; Conduct external research on current business position;
Assess opportunities for new products and services; Monitor
product and service performance.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPL505A MAXIMISE PRODUCT SALES AND MARKET SHARE
Campus To be advised
Prerequisite(s) To be advised
Content Analyse wholesale product and service performance;
Assess wholesale market position strategies; Assess product
and service promotion strategies; Develop competitive pricing
structures; Implement wholesale product and service plans.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPS201A PROCESS PURCHASES
Campus To be advised
Prerequisite(s) To be advised
Content Apply purchasing and procurement procedures;
Complete purchasing and procurement activities; Capture and
record purchasing data; Liaise with suppliers to complete
procurement processes.
Required Reading To be advised
Nominal Hours 30 Hours
Assessment As per accredited curriculum

WRWPS302A ADMINISTER SUPPLY INTO A BUSINESS
Campus To be advised
Prerequisite(s) To be advised
Content Maintain effective supplier relationships; Deal ethically
with suppliers; Resolve supplier enquiries; Confirm legal,
legislative and business supply requirements.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWPS403A PURCHASE PRODUCTS AND SERVICES
Campus To be advised
Prerequisite(s) To be advised
Content Analyse market; Plan product range; Establish supplier
relations; Negotiate supply agreements; Maximise profit;
Complete purchase; Rationalise stock.
Required Reading To be advised
Nominal Hours 50 Hours
Assessment As per accredited curriculum

WRWPS504A DEVELOP PURCHASING STRATEGIES
Campus To be advised
Prerequisite(s) To be advised
Content Manage on-going performance of purchasing and
procurement strategies; Evaluate existing purchasing systems.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
WRWSL201A SELL PRODUCTS AND SERVICES TO BUSINESS CUSTOMERS
Campus: To be advised
Prerequisite(s): To be advised
Content: Apply product knowledge; Identify specific customer types and behaviour; Sell products to customers; Gather information; Sell benefits; Overcome objections; Close sale; Maximise sales opportunities.
Required Reading: To be advised
Nominal Hours: 20 Hours
Assessment: As per accredited curriculum

WRWSL202A BUILD SALES RELATIONSHIPS
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop effective sales techniques; Work with others to improve sales; Sell advantages of business relationship.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRWSL203A USE COMPUTERS AS PART OF BUSINESS AND E-COMMERCE PROCESSES
Campus: To be advised
Prerequisite(s): To be advised
Content: Identify computer technology and information systems managing electronic transactions; Set up and use computerised technology and systems for e-commerce transactions; Use technology to set up an electronic account for a customer; Establish business procedures for completing credit checks or updates.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL304A OPTIMISE CUSTOMER AND TERRITORY COVERAGE
Campus: To be advised
Prerequisite(s): To be advised
Content: Establish coverage plan for a territory; Report on business visits; Improve customer/territory coverage.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL305A ANALYSE AND ACHIEVE SALESTARGETS
Campus: To be advised
Prerequisite(s): To be advised
Content: Analyse sales targets; Determine factors impacting attainment of sales targets; Attain sales targets.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL306A BUILD SALES OF BRANDED PRODUCTS
Campus: To be advised
Prerequisite(s): To be advised
Content: Maxiﬁse sale of branded products in a territory; Secure effective product positioning in business outlets; Report on sale of branded products within a territory.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL407A LEAD A SALES TEAM
Campus: To be advised
Prerequisite(s): To be advised
Content: Lead a sales team; Manage territory and sales team coverage; Manage sales team resources; Conduct sales team meeting; Model sales and service values and behaviour.
Required Reading: To be advised
Nominal Hours: 30 Hours
Assessment: As per accredited curriculum

WRWSL408A TRAIN SALES TEAM OPERATIVES
Campus: To be advised
Prerequisite(s): To be advised
Content: Coach sales team members; Promote sales team product sales and positioning techniques; Coordinate the implementation of training activities for the sales team; Review team and individual level training activities.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum

WRWSL509A MANAGE SALES TEAMS
Campus: To be advised
Prerequisite(s): To be advised
Content: Review sales team performance and procedures; Manage sales team territory coverage; Organise sales staff according to industrial relations requirements and obligations; Monitor product/service price and cost structures; Monitor and reset sales team objectives.
Required Reading: To be advised
Nominal Hours: 33 Hours
Assessment: As per accredited curriculum

WRWWS201A CONFIRM WHOLESALE BUSINESS PRACTICES
Campus: To be advised
Prerequisite(s): To be advised
Content: Outline the structure and scope of the wholesale industry; Organise self to workplace procedures and requirements; Identify customers within the business supply chain.
Required Reading: To be advised
Nominal Hours: 21 Hours
Assessment: As per accredited curriculum

WRWWS302A MAINTAIN BUSINESS TO BUSINESS RELATIONSHIPS
Campus: To be advised
Prerequisite(s): To be advised
Content: Develop techniques to maintain close contact with business customers; Identify business customer needs.
Required Reading: To be advised
Nominal Hours: 36 Hours
Assessment: As per accredited curriculum
WRWWS403A DEVELOP BUSINESS TO BUSINESS RELATIONSHIPS

Campus To be advised
Prerequisite(s) To be advised
Content Work with other businesses to maximise their success; Develop management systems that support business relationships; Provide forecast information to other businesses; Improve business and customer outcomes; Expand business relationships.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum

WRWWS504A MANAGE BUSINESS CUSTOMERS

Campus To be advised
Prerequisite(s) To be advised
Content Negotiate deals; Verify trading terms; Manage business contracts.
Required Reading To be advised
Nominal Hours 40 Hours
Assessment As per accredited curriculum
Victoria University recognises that valuable learning takes place outside the university through:

- study towards formally recognised qualifications (either fully or partially completed) such as a degree, diploma, or certificate (this is referred to as credentialed study);
- short courses, offered by professional bodies, voluntary associations, workplaces, trade unions, government agencies and/or community groups, that do not lead to formal qualifications (or non-credentialed learning);
- work experience; and
- life experience.

Students are encouraged to think broadly about their experiences. In addition to providing entry into a course/qualification, students’ prior learning may enable them to be granted Recognition of Prior Learning or credits for modules/competencies within that course/qualification.

Victoria University has established the following processes to facilitate the recognition of learning achieved outside the University: Pathways, Credit Transfer Process, and Recognition of Prior Learning.

By recognising students’ past experiences and achievements, the University ensures that students do not have to repeat the skills and knowledge they have already achieved.
Pathways

Standardised pathways are formally approved links between courses/qualifications in different sectors or within the same sector. They may move from:

- secondary schools to TAFE
- TAFE to TAFE
- TAFE to higher education
- higher education to TAFE
- higher education to higher education
- workplace to TAFE or higher education
- private training organisation to TAFE or higher education.

These pathways may involve:

- Credit/exemptions – for example students who have completed the Advanced Diploma of Business (Accounting) will receive credit for twelve subjects in the Bachelor of Business (Accounting), if they gain entry into that degree course;

  In this way students are able to shorten the length of their course/qualification, saving time and money. They study at the appropriate level, are encouraged to continue their education, and achieve their educational goals with maximum efficiency.

- 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/qualifications in the same or different disciplines.

  Students who meet the conditions specified in the pathway will be automatically granted the benefits specified in the pathways (entry or credit).

  Students who have not completed their initial course/qualification may still obtain credit in recognition of the subjects/modules/competencies successfully completed.

‘Articulation’ describes the links or pathways between courses/qualifications. Students who take advantage of pathways are sometimes called articulating students.

Victoria University is widely recognised as a national leader in developing credit transfer arrangements for students, particularly between the TAFE and higher education sectors.
Applications

Students should provide details of any prior study when they:
- apply to enter a course/qualification;
- are interviewed in the Centre for Commencing Students; or
- enrol.

Students eligible for entry or credit on the basis of a formally approved pathway will be identified at the time of enrolment. Any credit may be granted at the time of enrolment.

Credit Transfer/ Mutual Recognition

Students who have already successfully completed any of the subjects/modules/competencies in the course/qualification in which they are enrolling may be eligible for credit transfer. Under Mutual Recognition, Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

Applications

Students applying for Credit Transfer should approach their Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. It is advisable for students to discuss their applications with their teacher/lecturer before submission.

The university will endeavour to process credit transfer applications as soon as possible.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process whereby the learning that students have achieved through study and life/work experience is matched against the learning that would be covered in specific subjects/modules/competencies.

Applications

Students who believe that they are eligible for RPL are advised to begin the application as soon as they are enrolled. Students applying for RPL should approach their Department Office for further information and an application form. Forms are also available from the Centre for Commencing Students and Student Administration. Students are encouraged to discuss their application with their teacher before it is submitted. Departments will provide information about the evidence that is required for the RPL application.

The University will endeavour to process RPL applications as soon as possible. Processing time depends on the complexity of the application but should take no more than four weeks.

Fees

An Assessment Fee may be charged where an external board/party is involved in the RPL assessment process.

A fee will apply to fee for service clients.

TAFE applicants will be notified of any applicable fees when they collect their application form.

Notification

Applicants will receive in writing the results of their application for credit or RPL assessment.

Right of Appeal

Applicants who are either denied credit or who wish to challenge the amount of credit granted on the basis of a formal pathway, a credit transfer application, or RPL assessment may request further consideration. Such appeals must be lodged with the Department Office or the Department of Student Affairs within 10 working days of the date the notification letter was issued.
Admission, Enrolment and Academic Procedures and Regulations

Admission and Selection

The University is committed to achieving access, equity and excellence in tertiary education. Accordingly the University has adopted flexible admission and selection policies that take account of the wide range of educational backgrounds and experience of prospective students.

General

The primary objective of the University's admission and selection policies is to ensure that students selected for admission to courses/qualifications are capable of successfully completing the course/qualification in which they are to be offered a place. In considering students for admission there shall be no discrimination on the grounds of gender, sexual preference, marital status, pregnancy, race, political beliefs, religion, physical attributes, socio-economic status, language or age.

The University has, however, developed targeted programs designed to ensure a broader representation of students from currently under-represented groups in tertiary education (e.g., women, Aborigines and Torres Strait Islanders).

Admission to the University is conducted within a framework of minimum entry requirements coupled with selection criteria that relate to the demands that each course/qualification will place upon students. In addition, the University has a policy of giving special consideration to applicants who live in the western metropolitan region of Melbourne for courses/qualifications that are not unique to the University.

The selection criteria for each course/qualification are reviewed each year and are finally determined annually by the Council of the University on the recommendation of the Academic Board or the Board of Technical and Further Education as appropriate. The selection criteria for each course/qualification, including specific prerequisites for admission, are included with the detailed descriptions of each course/qualification which appear in the relevant Faculty and TAFE Handbooks. Generally, selection is based on academic merit and by the selection authority's assessment of the relative likelihood of applicants to successfully complete the course/qualification to which they have applied for admission. The main criteria for selection to Degree and Diploma courses/qualifications is the applicant's performance in Year 12 studies unless other factors are relevant. Such other factors may include:

- the results of any interviews, auditions, tests or other assessment procedures determined by the particular course/qualification selection authorities;
- any illness, or serious hardship as a result of which, in the opinion of the selection authorities, the studies or performance of an applicant have been adversely affected;
- the presentation and depth of relevant supporting material as determined by the particular course/qualification selection authorities;
- the life experiences of the applicant; and
- previous study at tertiary level.

Intending applicants for places in University courses/qualifications can obtain more detailed information about selection criteria and selection procedures for individual courses/qualifications by contacting the relevant Faculty, School or Department, or the Centre for Commencing Students.

Course Pathways

Victoria University offers a broad range of courses/qualifications from bridging and preparatory programs to PhDs. It is committed to establishing multiple entry and exit points enabling students to start in a program that best meets their needs and exit with the qualification that will assist them to realise their vocational and educational aspirations.

Victoria University has created hundreds of formally approved (or standardised) course/qualification pathways. Course/qualification pathways allow you to proceed from one course/qualification to another. In some cases course/qualification pathways may offer the student guaranteed entry or credit toward their preferred exit qualification. If there is no relevant standardised pathway a customised pathway can be developed for applicants through the use of a student compact.

The Student Compact is a documented agreement between the student and the University that lists all negotiated conditions related to their chosen field of study.

Alternative Entry at Victoria University

The University offers alternative entry programs that will provide for selection on criteria other than the ENTER. The Portfolio Partnership Program will be available in 2003.

Portfolio Partnerships Program

Victoria University is committed to strengthening partnerships with schools and communities in its local region. The Portfolio Partnership Program is an alternative entry scheme available to students in participating secondary schools in the Western Metropolitan, Sunbury and Macedon regions and mature age applicants who live in this region. Selected courses/qualifications are included in the program and provide opportunities for students with strong vocational commitment and the potential to succeed at university in their selected course/qualification to submit a portfolio of evidence. This gives the applicant an opportunity to provide additional information related to their goals and achievements, previous studies, work experience, skills, personal qualities as well as examples of work and other evidence that indicates a commitment to the proposed area of study.

To enquire about the Portfolio Partnerships Program contact the Centre for Commencing Students on (03) 9688 4110 or by email at ces@vu.edu.au or visit the web site at www.vu.edu.au/ces

Student Compact

Existing students of the University may request to have a Student Compact which will identify their learning pathway from their existing course of study to other courses/qualifications to which they aspire. The Student Compact is a documented agreement between the student and the University that lists all negotiated conditions related to their chosen field of study.

The Student Compact is available to all students of the University, and can be renegotiated at any time by the student or the University, to reflect the changing requirements of the student.

For further information about the Student Compact contact the Centre for Commencing Students telephone: (03) 9688 4110.
Admission Requirements

Undergraduate Requirements

Normal Entry

Any persons who have been granted the Victorian Certificate of Education or satisfactorily completed an equivalent Year 12 qualification recognised by the University (plus relevant course prerequisite studies) will be eligible to apply for admission to courses of the University leading to a higher education award or to a TAFE Diploma.

In general, therefore, applicants will be eligible for admission to higher education undergraduate and TAFE Diploma courses if they have:

- passed the VCE including the satisfactory completion of English Units 3 and 4 from 1992 onwards;
- passed four approved VCE (HSC) Group 1 subjects (including English) at one sitting prior to 1992;
- passed four approved Victorian Institute of Education, HSC, Group 1 subjects (including English) at one sitting since 1980;
- satisfied Victorian University Schools Examination Board or Victorian Institute of Education Year 12 requirements prior to 1980; or
- obtained an equivalent interstate or overseas qualification.

Entry requirements for admission to TAFE courses other than courses/qualifications leading to a Diploma vary. Details of entry requirements are to be found in the TAFE Handbook.

In addition to meeting the entry requirements above, applicants may be required to satisfy other requirements specified by the Faculty/School conducting the course/qualification. Further information can be found on www.vu.edu.au/admissions.

Special Entry

Applicants meeting the above requirements will be regarded as having satisfied the Normal Entry requirements. However, applicants wishing to undertake a University course who do not meet the Normal Entry requirements may still be eligible for admission under Special Entry (SE). Students admitted to a course under SE may be subject to special terms and conditions determined by the relevant Faculty or School. The three categories of Special Entry are as follows.

Age and Educational Background

A person will be eligible for admission to any course within the University if, at 1 January of the intended year of entry, he or she is 21 years of age or over.

Any person who, at the date of their proposed admission to a TAFE course (other than a course for Diploma), is 18 years or older, will be eligible to apply for admission to any such course. Australian residents who meet these criteria are guaranteed a place in a Government-funded course if they apply via the University's Personalised Access Study scheme.

There is currently a high demand for many award courses, and a number of mature-age applicants do not receive an offer of a place in the course of their choice. Other factors taken into account in selection, in addition to work and life experience, include education level achieved, evidence of aptitude for study, time elapsed since study was attempted, and whether the applicant resides in the western metropolitan region of Melbourne.

Mature-age applicants should be aware of the study difficulties they might face in a tertiary course. The University conducts a number of programs generally of short duration, aimed to help improve communication skills, study skills and confidence. Mature-age applicants may not need to do a preparatory program, but should consider the following:

- It is assumed that students of award courses know how to study. Study involves many skills – taking notes, using a library, organising your time effectively, essay writing, and so on.
- If it has been a long time since you last attended classes, or if your previous study experience was not very successful or enjoyable, it may be helpful to develop some confidence in your abilities before you begin.
- Communication skills are very important for award course students, and this can mean speaking (for example, participation in class discussions) as well as writing. Some practice in this area may be beneficial.
- The real work of any award course usually begins straight away; sometimes on the very first day. You may need some time to ease yourself into being a student.

By undertaking preparation for study, you can pay attention to the factors outlined above in an environment that is designed to minimise the pressure on you. If you move straight into a tertiary course, you might find that you are in fact trying to prepare yourself at the same time as trying to cope with the new material presented to you. This can result in failure to meet the required academic standard.

Courses conducted by the University to help you successfully return to study in an award course may include:

- Access courses for women
- English for Further Study – This course provides people of non-English-speaking background with the language and research/study skills necessary for study.
- English as a Second Language (ESL) – English as a second language classes are tailored to the needs of migrants who wish to improve their English for personal development, further study, or to improve their job prospects. Wherever possible, classes are tailored to suit the needs of the participants.
- Basic Education Program – The Basic Education program focuses on the development of students’ communication skills, through writing and reading exercises, spelling, basic grammar and punctuation.
- Preparation for Tertiary Study – A preparatory course with two streams designed to improve access to Arts or Science courses.
- Gateway to Nursing – A preparatory course that provides access to nursing courses.
- VCE – The Victorian Certificate of Education is available by full-time and part-time study.
- VCAL – The Victorian Certificate of Applied Learning is available by full-time study.

For more information, contact Further Education and Employment Services on (03) 9284 7225.

Continuing Difficulties During Schooling

A person will be eligible to apply for admission to any course within the University if his or her progress through secondary school was adversely affected by:

- economic hardship;
- illness;
- English language learning difficulties;
- family problems;
- geographical isolation; or
- disability.

This category does not apply to applicants whose difficulties occurred only during their last year of secondary studies. Such persons must use the Victorian Tertiary Admission Centre ‘Form S’ rather than applying directly to the University for Special Entry. Applicants wishing to apply on this basis should contact the relevant Faculty or the Centre for Commencing Students for further information.
It should also be noted that this category does not apply to all persons with a disability or chronic medical condition. It only applies to those who can demonstrate that their progress through school was adversely affected by a disability. Persons with a disability should approach the relevant Faculty, School or Department of the University to discuss any potential difficulties or hazards they may encounter in undertaking their proposed course. In these discussions any special needs of applicants can be considered and an indication given of the University’s capacity to meet those special needs. Applicants with a disability or chronic medical condition are invited to discuss specific needs or queries with the Disability Liaison Unit. Phone (03) 9365 2193 or via email on disability@vu.edu.au

Aborigines and Torres Strait Islanders
A person of Aboriginal or Torres Strait Islander descent is eligible to apply for admission to any course within the University and such applications will be assessed individually to determine the applicant’s suitability and potential for academic success. Further advice may be obtained by contacting the Koori Support and Development Unit on 9365 2113.

Application for Admission

Centre for Commencing Students
The Centre for Commencing Students (CCS) provides a central location for TAFE, undergraduate and postgraduate course information. Information sessions are conducted in the evenings and on weekends for prospective students that provide information and advice about return to study or career options, application procedures, alternative entry schemes and an overview of the University environment.

A resource area is provided where prospective students may browse through brochures of the many courses offered by the University. Advisers are always available to assist with enquiries, provide course information, and offer advice to individuals, schools and community groups. Group sessions can be arranged for local and community groups by contacting the Community Partnerships Officer at the Centre.

The Centre is located at Footscray Park Campus in Building C on ground level (level 3) facing Ballarat Road (adjacent to the pedestrian crossing). Contact the Centre for Commencing Students on telephone: (03) 9688 4110, fax: (03) 9688 4813 or email: ccs@vu.edu.au

Student Administration
The Recruitment and Student Success Branch and Enrolment Management Branch both seek to provide an integrated and professional service to students, staff, past students and prospective students of the University.

The Branches maintain constant telephone, email and over-counter contact with students by way of answering enquiries, advising on University requirements, issuing course information and providing services related to enrolment, certification and graduation.

A range of services is provided to staff of the University, including collation and cross checking of results, scheduling and invigilation of examinations and provision of student data and records services.

Staff within these branches work to facilitate the interaction of staff and students in accordance with Higher Education and TAFE administrative requirements, and to provide efficient services to organisational units of the University.

The student administrative services provided by Recruitment and Student Success include:

Student Administration at Offshore locations
The Centre for Graduating Students and Education Abroad provides the student administration services for all offshore programs for both sectors. The University has partnerships with several organisations to enable programs to be delivered in offshore teaching sites such as Bangladesh, China, Hong Kong, Korea, Malaysia, New Zealand, Singapore, Thailand, and Vietnam.

Centre for Graduating Students and Education Abroad

Enrolment Management provides services in the following areas:

- **Admissions and Orientation** provides a comprehensive service to prospective students including distribution of course information, collection and processing of applications; and to the University in the coordination of the admissions process, procedures and information.
- **Client Services and Information** offers assistance with student administration enquiries including enrolment and fees information, cashier functions and switchboard services.
- **Enrolment** services entail the registration and administration of enrolment amendment for students on all onshore campuses and in both sectors, as well as Higher Education Contribution Scheme administration and TAFE fees.

Undergraduate Courses

Normal Entry
Persons applying for entry to TAFE Advanced Diploma or Diploma courses (other than those listed below under Direct Application) to study either full-time or part-time must apply through the Victorian Tertiary Admissions Centre.

While the VTAC Guide and application form are available from newsagents, a convenient and comprehensive application service is available from their web site at: www.vtac.edu.au.

Persons applying through VTAC should note that the VTAC rules, by which the University is bound, provide that no selection authority shall take into account the preference for that course as indicated by the applicant. This means that even if an applicant has indicated a lower preference for the course concerned than other applicants, there shall be no prejudice and each applicant will be considered equally.

Prerequisites and Extra Requirements
Some TAFE courses have special prerequisites for enrolment. Where this is the case, these requirements are published two years in advance in the Victorian Tertiary Education Requirements (this is published as a supplement in the press) and for the following year in the VTAC Guide to Undergraduate and TAFE Courses (available from newsagents and the website www.vtac.edu.au).

For some TAFE courses, the application process requires applicants to complete a Supplementary Information Form available from the relevant Faculty Office, the Admissions Office or the University web site: www.vu.edu.au/admissions. These courses are identified in the VTAC Guide.

Special Entry
Persons applying for admission to a University course under Special Entry (except those applying for readmission) should obtain an application form from the Centre for Commencing Students. However, persons seeking Special Entry must also apply to VTAC unless the course comes under the Direct Applications category.
Admission to the University

Students who are currently enrolled in an award course may apply directly to the University for admission to another course for the following semester. Students seeking readmission to the University should contact the Faculty or School administering the relevant course or Student Administration.

All other students who were previously enrolled at the University but whose enrolment has lapsed, or who have been excluded from their course because of unsatisfactory progress, may reapply for admission to the same or another course in any subsequent academic year. These students should apply using the standard procedures for that course. Such applicants for readmission to the University will have to meet the selection criteria applying to their intended course.

The selection process will take account of:

- the person's previous academic performance at the University and their commitment to complete the course; and
- whether the circumstances which led to the person's previous unsatisfactory progress or to their allowing their previous enrolment to lapse have changed or improved.

If selected for readmission such students will be subject to the course requirements in effect at the time of re-entry and may have special conditions attached to their re-admission.

Part-time Admission

Persons applying for admission on a part-time basis to TAFE courses should follow the application procedures set out above. Where a form is to be lodged with the University as well as with VTAC, applicants should indicate their intention to study part-time on the form.

Direct Applications

All direct applications for admission to award courses must be on appropriate University application forms, available from the University. Telephone (03) 9365 2286 for details or via www.vu.edu.au/admissions.

Closing Dates for Applications

Applicants lodging direct applications should contact the relevant Department for closing dates. Direct applicants should note that the selection process will be facilitated by lodging application forms at the earliest possible date, with the required accompanying documentation attached.

Applicants who wish to study TAFE courses part-time must apply directly to the University using an application form available from the Admissions Office.

Selection Procedures

Applicants may be required to complete a literacy and/or numeracy exercise as part of the selection procedure and may be given the opportunity to attend an interview as part of the selection procedure.

Documentation

Direct applicants currently attempting Year 11 or Year 12 subjects should lodge their applications by the due date and then send a copy of their results when they become available. Other applicants who have attempted Year 11/12 should attach a certified copy of certificates.

All persons seeking admission to a course leading to one of the above awards who did not complete VCE must support their application with documentary evidence proving they have the educational qualifications referred to in their application. All documents should be in the form of certified copies and if documents are in a language other than English, officially certified translations together with certified copies of original documents are required. The University will retain all such evidence. Original documents should never be sent but must be available on request and may be required at a later stage of the selection process (e.g., during interview).

If a direct applicant has undertaken previous tertiary studies the applicant must attach a certified copy of the full transcript of his or her academic record(s) obtained at the previous institution(s). Please do not send original documents.

Subject Credits and Advanced Standing

Credit for Previous Tertiary Studies

Students who have completed subjects/modules/competencies at another tertiary institution may be granted credit for equivalent subjects/modules/competencies in Victoria University courses. A subject/module/competency credit will allow a student an exemption from a course subject/module or qualification competency, while the value of that subject/competency will still be counted towards their award.

Applications for credit for previous tertiary study must be accompanied by certified documentary evidence of the subject/modules/competencies s passed, together with details of these subjects/modules/competencies for comparison with the Victoria University course/qualification. Please note that the University may seek information from the other tertiary institutions about the applicant.

Course Variation by Special Approval

In cases where credit for subject/modules/competencies of a student's course/qualification is not appropriate, the Dean of the Faculty or Head of the School or Department responsible for the student's course/qualification may grant a variation to course requirements by special approval. A course/qualification variation substitutes alternative subjects/modules/competencies of similar content and duration for subjects/modules/competencies normally required within a student's course/qualification.

The purpose of Course Variation by Special Approval is to avoid repeating curriculum material where it is deemed that a student will not gain substantial educational benefit from one or more of the normal requirements of the course/qualification, but where the student does not meet all the criteria for subject/modules/competencies exemption.

Application Procedure

Applicants for admission to courses at Victoria University should indicate on their application form if they wish to apply for credit. Applicants applying for credits are also encouraged to complete an Application for Credit Transfer Form. All such applications must be lodged before the end of the second week of the relevant semester.

Processing of applications for subject/modules/competencies credit may take several weeks. This process will be facilitated by the applicant providing all relevant information when lodging an application.

The following documents must be included in an application:

- a completed Application for Credit Transfer Form. This form is available from Student Administration or the relevant Department;
- a copy of the applicant's academic record from the previous institution(s);
- where available, a description of the subjects/modules/competencies as published in the Handbook of the applicant's previous institution, e.g., if applying for an exemption in Economics 1 at Victoria University on the basis of a pass in Economics at Monash University in 1998, the applicant should attach a copy of the subject description of the unit from the 1998 Monash University Handbook; and
- any other material that applicants wish to submit in support of their application.
Time Lapse Between Studies

Normally, credits for studies in a previous course of study will not be considered if studies were undertaken more than 10 years prior to the application. Courses linked to fields in which there is rapid change in technology and/or knowledge may set a maximum time limit of less than ten years. In cases where it can be demonstrated that relevant skills have been maintained and, where appropriate, updated, the above time limit restrictions may be waived by the appropriate TAFE Deputy Director on the recommendation of the appropriate Head of Department.

Enrolment

Enrolment enquiries should be directed to Student.Admin@vu.edu.au or to any Enrolment Management Branch office on campus.

Enrolment for Assessment

A candidate becomes eligible for assessment in a module/competency only when enrolled in that module/competency. Candidates will be considered as having entered for assessment in all modules/competencies for which they have enrolled.

A student will be deemed to have enrolled for assessment in a module/competency unless such enrolment has been formally withdrawn by the specified date. Application for timely module/competency withdrawals must be made on the appropriate University form. Total withdrawal from a course of study must be approved by the Department responsible for administration of the student's course by the specified date.

All defined fee payments must be completed before any enrolment or assessment is validated and/or confirmed by the University. The enrolment of those students who do not complete payment within the required timeframe will be cancelled. Students are notified of an enrolment cancellation by mail. A student will only be reinstated to the course where authorisation from the TAFE School's Administration office has been obtained, and all outstanding fees have been paid.

When students enrol at the commencement of the academic year, a provisional enrolment for Semester Two is registered. It is important to note that the TAFE Department administering each course of study has the power to amend, restrict or cancel provisional semester enrolments.

Returning Students

Students who have been enrolled for the previous semester should comply with the re-enrolment requirements set down by the relevant Department. Particular attention should be paid to University re-enrolment schedules.

Late Enrolment

Students must enrol in a course of study or for a module/competency during official enrolment periods. Where students are unable to attend the designated re-enrolment session, they should arrange for a proxy to enrol on their behalf. Students who do not comply with the enrolment and re-enrolment requirements may lose their place in the course/qualification. Enrolment into a course/qualification or module/competency after the third week of a semester will only be permitted in exceptional circumstances and only with the approval of the relevant Head Department, or nominee.

TAFE courses have various start week dates throughout the year. Variations should normally still occur within the first three weeks of the program.

Course Transfer

An enrolled student wishing to transfer to a course of study in another Faculty, School or Department must apply for admission to the intended course of study on the appropriate form. Where this course transfer is approved, the student will be withdrawn from the previous course and enrolled into the new course.

Lapsed Enrolment

Past students of the University who are not on approved Leave of Absence (or deferment) from the University and who have not enrolled at the University for the previous semester, automatically forfeit their student place at the University and must re-apply for admission according to the procedure set down for new students.

How to Enrol

Proof of Qualifications

Admission and enrolment are conditional upon proof of stated qualifications. All claims of qualifications that have been obtained outside the University should be supported by appropriate documentary evidence, certified copies of which should accompany the application for admission. These copies will be retained by the University.

Approval of Course of Study

All courses of study (i.e. individual student's module/competency selection) must be approved by the Department responsible for administration of the student's course before enrolment registration will be accepted by the University. Students should take particular note of the administrative arrangements for enrolment.

Enrolment Registration and Validation

An enrolment is registered by the University when it is appropriately approved and entered onto the University's database by an authorised officer or by a student of the University in the case of self-enrolment. Registered enrolments are not validated until all requirements relating to verification of qualifications and payment of fees are satisfied.

Enrolment Forms

Until student self-enrolment is fully implemented all students commencing or continuing studies at Victoria University must complete the relevant official enrolment and statistics form(s). These form(s) must be lodged for processing within two University working days from the date the form(s) is approved and signed by an authorised officer of the relevant Department. Failure to comply with this time limit may result in non-acceptance of the enrolment.

Victoria University is committed to protecting and maintaining the privacy, accuracy and security of your personal information and complies with the University’s published privacy policies, commitments, guidelines and procedures, which conform to and support all privacy obligations that bind the University. The University is compelled by law to supply some statistics – for example, it must supply statistics to the Bureau of Statistics. Statistics supplied to outside bodies will be in the form of aggregate figures only; the outside body concerned will be unable to identify any student by name. Only the Australian Taxation Office is supplied with the names, addresses, birth dates and HECS liability of relevant students of the University.

Confirmation of Enrolment

Confirmation of course and subject/module/competency enrolment will be issued to higher education students each semester and to TAFE students, upon enrolment. Students should check their enrolment details carefully and notify Enrolment Management without delay of any errors or amendments using an E enrolment A amendment Form.

E enrolment A amendment forms are available from Enrolment Management, TAFE School and/or Campus offices. They may be lodged at the Enrolment Management Branch office at any campus.
Students of other institutions wishing to apply for complementary enrolment should obtain written approval from the Director Student Affairs (or equivalent) at their home institution, verifying their enrolment status, indicating the nature of the studies to be undertaken, and certifying that the studies, if successfully completed, will count towards the award.

Students who have produced documentation required in accordance with the previous paragraph will be exempted from payment of the General Service Fee normally required upon enrolment at the University, on the basis that they have already paid such a fee elsewhere.

Complementary students will normally be required to accept liability under the Higher Education Contribution Scheme in respect of subjects/modules/competencies undertaken at this University. However, students should not be required to accept liability more than once in respect of any particular component of enrolment.

Enrolment Amendment and Course Withdrawal

TAFE Students

TAFE students wishing to reduce their load or withdraw from studies should complete the appropriate form within four weeks of the course start date.

Conditional Enrolment

A student, whether a commencing or a continuing student, may be permitted to enrol subject to special conditions, provisions or requirements.

 Conditional enrolment means that special requirements apply for that student in addition to the normal progression regulations of the course, for a specified period of time (whether that time is measured in terms of course stages or in terms of calendar time).

Where the University attaches conditions, and where these have been formally notified to the student, the continued or subsequent enrolment by that student serves to confirm acceptance of the specified conditions. It is customary, though not obligatory, for the University to ask the student to sign and date a statement that specifies all of the following:

• the period of time, measured either in calendar time or in terms of course stages, for which the special conditions will apply;
• that the normal progression regulations of the course will not apply to the student for the time specified above; and
• full details of the special conditions and provisions that will apply to the student during the time specified.

Conditions applicable to a student's enrolment will normally be formulated at a meeting between the student and an authorised representative of the Faculty or School. A student may, if he or she wishes, take the proposed conditions away from the meeting to consider them further. However, where this occurs the University will not be bound by the proposed conditions unless students or potential students have notified the relevant University officer in writing within three working days of the meeting of their acceptance of the conditions.

Personal Details

Students who change their name, address or emergency contact should do this in writing by completing a Personal Data Amendment form available from Enrolment Management offices.

Students requiring a change of name must produce documentary evidence (e.g. marriage certificate, statutory declaration) in addition to completing a Personal Data Amendment form.
Fees and Charges

Fees and charges are to be paid to the University's Australian campuses to a maximum of $40.00 per student. A building levy of $4 for students enrolled in Industrial Skills Training Centre part courses.

Exemptions

Students who are experiencing financial difficulties and are unable to complete payment of their fees on time should seek advice from Enrolment Management or the Student Services Branch.

Assessment

The components of assessment for each module/competency 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 module/competency will be provided by the Department for that module/competency not later than two weeks after commencement of teaching in the modules/competencies. These details will include:

- the nature of each component of assessment;
- the approximate length or extent of each of the components;
- the approximate due date for each component;
- the proportion of total marks assigned to each component; and
- the standard deduction of marks for late submission.

The University has adopted rules in relation to assessment and the supervision of assessment. These rules form Part 1 of the Schedule to a Statute of the University (Statute 6.3.1—Assessment). A copy can be obtained from the Head Legal and Policy Secretariat, telephone (03) 9688 4022. These rules are normally reproduced by Student Affairs and displayed alongside the final examination timetable.

Assessment is available only to students of the University

Students cannot have results for an examination in a module/competency in which they have not formally enrolled; check carefully your Enrolment Registration to ensure that your enrolment is correct in every detail.

Academic Misconduct

Students should note that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct could be excluded from the University. The period of exclusion will vary depending on the circumstances of individual cases.

The following are some of the actions which have resulted in students being found guilty of academic misconduct:

- taking unauthorised materials into an examination;
- submitting work for assessment knowing it to be the work of another person;
- improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
- disobeying any reasonable instruction of a supervisor;
- directly or indirectly assisting other students or accepting assistance from any person other than a supervisor.

Possible penalties if found guilty of academic misconduct are referred to in Statute 2.7 and include:

- a formal reprimand;
- forfeiture of the whole or part of any assessment in the subject/module/competency to which the misconduct relates.

Reimbursement of Fees

TAFE Students

TAFE fees will be refunded to students who withdraw from the course within four weeks of commencement in order to take up a place at another tertiary institution. Students who withdraw from a course within four weeks of commencement of classes for other reasons will be entitled to a refund, minus the $57.00 minimum TAFE fee.

When withdrawal of modules/competencies takes place within four weeks of course commencement and results in a lower tuition fee, students will be entitled to a refund.

Higher Education Contribution Scheme (HECS)

Information regarding HECS can be found in any of the Faculty Handbooks.
• the imposition of a fine of not more than $500;
• suspension or exclusion from the course in which the student is enrolled.

**Special Consideration**

Students may apply for special consideration if their work during a teaching period or examination or other assessment has been gravely affected by illness or other serious cause.

Application must be made no later than three days after the date of submission of the assessment for which special consideration is sought. Applications seeking an extension of time to complete a component of assessment should be made to the relevant Department. All other applications should be made to the TAFE Executive Officer.

Where students have been prevented by illness or other cause from making application within the three-day period they can make a late application setting out the reasons why the application could not be made earlier.

A successful application for special consideration may result in the student being allowed to undertake supplementary or further assessment.

Students will not be given special consideration for misreading the examination timetable.

**Students with Disabilities - Alternative Arrangements**

Students with an ongoing disability should immediately register with the Disability Liaison Unit in the Equity and Social Justice Branch of the University. Students with a temporary disability which puts them at a disadvantage in written examinations, should advise the TAFE Executive Officer at the beginning of the semester of study or immediately after their disability is known to discuss alternative arrangements for examinations.

**Notification of Results**

The final results for any modules/competencies will not be officially notified to students before the completion of assessment in that modules/competencies and their formal publication.

No information regarding results will be given by telephone.

A further component of assessment – oral, written or practical – may be administered by the teachers in any modules/competencies at short notice and before the publication of results. Students should therefore ensure that they can be easily contacted until the publication of results.

**Review and Reports**

Students may apply to have an assessment of any work re-marked or to be given a report on their assessed work. These applications may be subject to a fee.

Applications must be made to the Head of Department within seven days of the day upon which the results of assessment were published or become available for collection.

Students will be notified of the results of any review of their work.

**Course Assessment and Grading**

**Grades for Year 2003** are as follows.

Division 1 – Grades For Assessed Subjects (including theses)

**A:** Grades for Honours subjects, theses and subjects taken in Postgraduate courses, Honours Years, Honours Degrees, Degrees with Honours and Degrees of Master, assessed as a whole.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Percent</th>
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<tbody>
<tr>
<td>H1</td>
<td>First Class Honours</td>
<td>80–100%</td>
</tr>
<tr>
<td>H2A</td>
<td>Second Class Honours, Upper</td>
<td>70–79%</td>
</tr>
<tr>
<td>H2B</td>
<td>Second Class Honours, Lower</td>
<td>60–69%</td>
</tr>
<tr>
<td>H3</td>
<td>Third Class Honours</td>
<td>50–59%</td>
</tr>
<tr>
<td>N</td>
<td>Fail, 0–49%</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Ungraded Pass</td>
<td></td>
</tr>
</tbody>
</table>

**B:** Grades for other subjects

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>80–100%</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>70–79%</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>60–69%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50–59%</td>
</tr>
<tr>
<td>N1</td>
<td>Fail, 40–49%</td>
<td></td>
</tr>
<tr>
<td>N2</td>
<td>Low Fail, 0–39%</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Ungraded Fail</td>
<td></td>
</tr>
</tbody>
</table>

**C:** Competency Based Grades (TAFE)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td>Achieved Outstanding Competency</td>
</tr>
<tr>
<td>CP</td>
<td>Achieved Competency – Highest Grade Awarded</td>
</tr>
<tr>
<td>PP</td>
<td>Achieved Competency</td>
</tr>
<tr>
<td>NN</td>
<td>Competency Not Achieved</td>
</tr>
</tbody>
</table>

**D:** Codes For Incomplete Assessment

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Definition</td>
</tr>
<tr>
<td>X</td>
<td>Continuing Subject</td>
</tr>
<tr>
<td>L</td>
<td>Not yet Assessed – Special Cause**</td>
</tr>
<tr>
<td>RO</td>
<td>Result Outstanding</td>
</tr>
</tbody>
</table>

**E:** Additional Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Definition</td>
</tr>
<tr>
<td>SC</td>
<td>Satisfactory Completion of Class Hours</td>
</tr>
<tr>
<td>UC</td>
<td>Unsatisfactory Completion of Class Hours</td>
</tr>
<tr>
<td>SE</td>
<td>Subject Exemption</td>
</tr>
<tr>
<td>E1</td>
<td>Exempt Semester 1 (full year subject)</td>
</tr>
<tr>
<td>E2</td>
<td>Exempt Semester 2 (full year subject)</td>
</tr>
<tr>
<td>CE</td>
<td>Joint Course/Complementary Enrolment</td>
</tr>
<tr>
<td>WT</td>
<td>Withdraw – Transferred</td>
</tr>
<tr>
<td>WN</td>
<td>Withdraw – Failed</td>
</tr>
<tr>
<td>WD</td>
<td>Withdraw – Without Academic Penalty</td>
</tr>
<tr>
<td>WL</td>
<td>Withdraw – Late*</td>
</tr>
<tr>
<td>VC</td>
<td>VCE</td>
</tr>
<tr>
<td>TA</td>
<td>TAFE Preparatory Assistance</td>
</tr>
</tbody>
</table>

**Note:** The grade 'Recognition of Prior Learning' also appears as 'S' Ungraded Pass.

**Course Assessment and Grading**

Special provisions are made on a course-by-course basis for students who encounter difficulties with academic progress.

**Requirements for Granting of Awards**

The policies set out below represent the basic rules relating to the granting of a University award. Additional rules or requirements set by the Faculty are included in the Faculty section of this Handbook.
Partially Completed Courses

Where a student enters a University course by transfer from incomplete studies at another institution, that student must complete at least the final full-time year (or equivalent) of the course to qualify for the University award. This applies to all courses that are longer than one year of equivalent full-time study in duration.

This means, for example, that a student entering a three-year course having previously completed over two years of a comparable award at another institution can receive, at a maximum, two years’ advanced standing in the Victoria University course.

Maximum Time for the Completion of Awards

To be eligible for the award of a Degree, Diploma, Associate Diploma, Advanced Certificate or Certificate, a student is required to complete all course requirements within the course progression regulations within the University. Maximum periods of time, unless such provision is specifically waived for that student by the University, are as follows:

Upon 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.

Maximum times for completion of awards are as follows:

- Certificate I ........................................................................... 5 years
- Undergraduate Diploma ................................................... 10 years
- Undergraduate Degree of 3-years duration full-time............ 10 years
- Undergraduate Degree of 4-years duration full-time............ 10 years
- Graduate Diploma ............................................................... 6 years
- Graduate Certificate ............................................................. 3 years

The time periods are taken from the beginning of the first semester for which the student was enrolled in the course, until the completion of all course requirements, and may include time elapsed due to deferment, suspension or voluntary withdrawal from the course.

Note: The maximum completion times apply in the absence of specific course requirements. For specific courses, shorter maximum time periods can be specified, and where this is the case, the shorter time limit will apply.

Academic Progression

Unsatisfactory Progress

The demand for tertiary study places exceeds the number of places available. Every year a considerable number of applicants fail to gain entry to the University. It is assumed that every person selected into an award course has the capacity to succeed. However, if students do not progress satisfactorily, they will be asked to show cause as to why they should be permitted to continue in the course.

An important aim of the University is to assist its students to succeed. Therefore, students should make use of the free counselling services provided if they are encountering problems or difficulties that are affecting their studies. These difficulties could include problems in organising time, financial difficulties, personal problems or difficulties in writing and presenting assignments and essays.

On the recommendation of the relevant Faculty or School, the University may specify academic progression rules for each individual course. Students should carefully read the progression rules relating to their course of study as detailed in the relevant section of the Handbook or in course regulations.

A student who fails to make satisfactory progress in a course of study is liable for exclusion from that course. This applies where a student does not achieve a satisfactory performance on a component of assessment, fails to attend without good reason for the performance of a component of assessment, or does not perform a component of assessment. In these cases, the relevant Faculty, School or Department, after investigating the circumstances and allowing the student to be heard, either personally or through a representative, may notify the student in writing that he or she has made unsatisfactory progress in a subject/module/competency.

In addition to notifying the student of unsatisfactory progress, the relevant Faculty or School may also notify the student that it intends to make a recommendation to the Academic Board or the Board of TAFE that the student be excluded or suspended from the course or only be allowed to continue under certain specified conditions. As a general policy, the following will form part of all award course progression regulations within the University.

Students may not:

- enrol in any sequential subject/module/competency without having passed all prerequisite subjects/modules/competencies; or
- enrol in any unit with a co-requisite subject/module/competency without having previously passed the co-requisite subject/module/competency or enrolling simultaneously in the co-requisite subject/module/competency.

In reaching its decision about what action should be recommended with respect to unsatisfactory progress by a student, the faculty or school may establish one or more committees to consider the circumstances and hear any submission that a student wishes to make.

After receiving a recommendation from a faculty or school, the Academic Board or the Board of TAFE, as appropriate, may exclude or suspend the student from a course.

Alternatively, the relevant Board may specify the conditions under which the student may continue in a course.

Special arrangements will apply to doctoral students and students undertaking masters degrees by research who should seek advice on these 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 as being the work of that student, any work prepared by some person or persons other than that student as being the work of that student.

Any student committing a breach of this rule shall be guilty of a disciplinary offence and all further proceedings will be conducted in accordance with Statute 4.1—Discipline, and Statute 2.7—The Discipline Committee.
Procedures Relating to the Graduation of Students from Award Courses

This information relates to graduation from Certificate, Advanced Certificate, Associate Diploma, Diploma, Advanced Diploma, Bachelors, Graduate Certificate, Graduate Diploma, Masters and Doctoral awards of the University.

Upon satisfying all the requirements of an award course a student is regarded as a graduand and is eligible to become a graduate. When you have completed or nearly completed a course you are required to submit an Application for an Award Form. Forms can be collected from and handed in at the Enrolment Management office at any campus of Victoria University or downloaded from the University Website and sent directly to:

Centre for Graduating Students and Education Abroad
Telephone: 61 3 9365 2846
Fax: 61 3 9365 2853
Email: graduate@vu.edu.au
Website: www.vu.edu.au
Located Building 4C, 141, St Albans Campus.

Forms must be completed before the set closing date.

Graduation ceremonies in 2003 are scheduled as follows:

- 14 February 2003 Hong Kong
- 18 February 2003 Malaysia
- 20 February 2003 Singapore

Applications close 18 October 2002
26 April to 2 May 2003
Application closing date is 17 January 2003
30 and 31 October 2003
Application closing date is 15 or 18 August 2003

A graduation fee and guest ticket charge applies if you decide to attend a graduation ceremony.

Academic Dress

The wearing of academic dress on ceremonial occasions is one of the traditions that is attached to universities. Victoria University has based its academic dress on the basic style of Oxford. It consists of a gown, a cap or bonnet, and a hood which represents the discipline of the degree.

Division of TAFE Certificants: A black gown and black cap.
Division of TAFE Diplomates: A black gown and black cap with a black stole faced with the colour tangerine.
Bachelors: A black gown and black cap with a black hood half lined with the discipline colour as follows:
- Ruby: Arts
- Ultramarine: Business or Business Administration
- Cherry: Education
- Silver Grey: Engineering
- Old Rose: Health Science
- Parchment: Law
- Grape: Music
- Buff: Psychology
- Spectrum Green: Science or Applied Science
- Buttercup: Social Work

Higher Education Diplomates and Certificates: A black gown and black cap together with a black stole faced in the discipline colour.
Masters: A black gown and black cap with a black hood fully lined with the discipline colour.

Doctorates: A black bonnet with a gold cord and scarlet gown with a facing of the discipline colour and black hood fully lined in the discipline colour as follows:
- Adonis Blue: Doctor of Business
- Cherry: Doctor of Education
- Charcoal Grey: Doctor of Engineering
- Pearl White: Doctor of Laws
- Ruby: Doctor of Letters
- Sapphire: Doctor of Philosophy
- Old Gold: Doctor of Psychology
- Spectrum Green: Doctor of Science
- Sky Blue: Doctor of the University

EFTSU

All universities are required to calculate individual student enrolment load per year of a course. The Department of Education, Training and Youth Affairs expresses the value of an enrolment load as a percentage of 1, which is considered to be the total value of a standard, full-time course load. This unit of measurement is referred to as an Equivalent Full-Time Student Unit or EFTSU.

For example, a part-time student may record an EFTSU value of 5, indicating that the load for which the student is enrolled carries a value equivalent to half the standard student load for that course.
Services Available to Students

Student Career Development

Student Career Development provides an innovative range of services to students of Victoria University. These services include:

- Careers Counselling
- Careers Education Programs
- Employment Services
- Careers Resource Centres
- Online Careers Resources – website: www.vu.edu.au/careers
- Web based job vacancy service www.vu.edu.au/careers/employment

Careers Counselling appointments are available for students from all campuses by phoning 9688 4944

Careers Education Programs

These include job seeking skills workshops, Employability Skills Challenge, Young Achievement Australia, in-class programs, Student Portfolios. Visit www.vu.edu.au/careers to see what's on this month!

Employment Services

The online jobs board may be accessed through www.vu.edu.au/careers/employment. Register on the site now for automatic notification of jobs in areas that you specify.

The Graduate Employment Stakes is a careers fair for final year students held in March each year. Its free, its easy, and the employers come to you! Watch the website for details.

Resume checking by email

Email your resume to careers@vu.edu.au for feedback.

Where are we?

Footscray Park: Campus Building M, Level 4
All other campuses: co-located with Student Services.

Children’s Services

Victoria University has Children's Centres located on five campuses – Footscray Nicholson, Footscray Park, Newport, St Albans (Jindi Woraback) and Werribee. In addition, there is a preschool located on the Melton Campus.

Each Centre provides educational programs which respond to the children's social, emotional, physical, cognitive and creative needs. Nutritious meals and snacks are provided for the children throughout the day. All of the University Children's Centres have been assessed as providing the highest level of care by the National Childcare Accreditation Council.

All Centres provide a funded and integrated preschool program with a qualified Early Childhood (Kindergarten) teacher.

Families using the University's Children's Centres are eligible to apply for Child Care Benefit (CCB) through the Family Assistance Office (FAO) – formerly Centrelink. The FAO is responsible for assessing family income and determining the percentage of Child Care Benefit families receive. For further information please contact your local Family Assistance Office.

City Flinders, City King and City South Melbourne Campuses

Telephone: 9688 4098

A Referral Service has been developed for the city campuses to assist families in finding suitable childcare. Telephone the Manager, Children's Services, on 9284 8801 for further information.

Footscray Nicholson Campus

Telephone: (03) 9284 8698

The Footscray Nicholson Campus Children's Centre is located on the Ground Floor, Hoadley Building, Albert Street, Footscray. The Centre caters for a maximum of 39 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Footscray Park Campus

Telephone: (03) 9688 4578

The Footscray Park Campus Children's Centre is located at 8 Geelong Road, Footscray. The Centre caters for a maximum of 42 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Jindi Woraback Children’s Centre

(St Albans Campus)

Telephone: (03) 9364 6855

The Jindi Woraback Children's Centre is located at the Willis Street entrance of the St Albans Campus and is operated by a Management Committee consisting of representatives from the University and parents. The Centre caters for a maximum of 115 children aged from 2 weeks to 6 years on a full-time (weekly), daily, sessional (half day) basis. The Centre is open from 7.00am to 6.00pm, Monday to Friday and offers a funded preschool program.
Melton Campus
Telephone: (03) 9747 7500
The Brookfield Preschool operates from the Melton Campus Children's Centre and is located at the Wilson Road entrance of the Campus. The Centre offers sessional kindergarten programs for three and four-year-old children.

Newport Campus
Telephone: (03) 9284 8476
The Newport Campus Children's Centre is located in Building K, Champion Road, Newport. The Centre caters for a maximum of 40 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.45am to 5.45pm, Monday to Friday. The Centre provides a funded preschool program incorporated within the educational program.

Sunbury Campus
Telephone: (03) 9688 4418
Currently, there is no childcare provided on the Sunbury Campus. For information regarding childcare centres in the local area, contact the Manager, Children's Services on 9284 8801.

Werribee Campus
Telephone: (03) 9748 9568 or (03) 9216 8098
The Werribee Campus Children's Centre is located in Hoppers Lane, Entrance Gate 1, Building 9, Werribee. The Centre caters for a maximum of 45 children aged 6 weeks to 6 years on a full-time (weekly), daily, sessional (half day) and occasional care basis. The Centre is open from 7.15am to 6.15pm, Monday to Friday and offers a funded preschool program incorporated within the educational program.

Graduating Students
The Centre for Graduating Students and Education Abroad is responsible for the administration services to process all awards for the University. When you have completed or nearly completed a course, you are required to submit an Application for an Award form. Forms can be collected from and handed into the Enrolment Management Office at any campus of Victoria University or downloaded from the University website. The organisation of all conferral ceremonies, both onshore and offshore, is also the responsibility of this unit.

Centre for Graduating Students and Education Abroad
Telephone: 61 3 9365 2846
Fax: 61 3 9365 2853
Email: graduate@vu.edu.au
Website: www.vu.edu.au
Located Building 4C, 141, St Albans Campus

Optometry and Dentistry
The Student Union operates optometry and dental services through local agencies. All enquiries should be directed to the Victoria University Student Union Resource Centre or the Student Union office on the City campus.

Health Practice Units
The Faculty of Human Development operates Health Practice Units at the St Albans and King St. Campuses and at CERES in East Brunswick. These Units offer acupuncture, massage and herbal medicines to the university community and general public. Low fee structure. Phone 9365 2625.

Independent Access: Students with Disabilities
Counselling, support and information for students with access disabilities are available from Student Services on all campuses. Assistance is available to students with disabilities for day-to-day issues of personal, academic, housing, career and financial matters; identification of support needs; and applications for alternative examination/assessment arrangements and special consideration. Further information and advice concerning support services for students with a disability can also be obtained by contacting the Disability Liaison Unit at the Equity and Social Justice Branch at Footscray Park Campus on telephone: (03) 9688 4598.

Orientation
Orientation Week (O-Week) is an annual event which is held at the beginning of Semester 1. During this week, a wide range of events are organised by the individual Faculties and Student Union to provide opportunities for students to meet each other and also to gain an awareness of the activities and services provided by the various University departments.

Student Services
Student Services provides support to students in a variety of ways. Staff provide academic support, personal and vocational counselling, financial counselling, housing and health services.

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://wwwvu.edu.au/hs/housing/ and holds a current listing of all accommodation offered to the University. The Housing Web also provides a wide range of tenancy rights information and also other information such as Real Estate Agent lists and Student Village information. It provides links to a wide range of appropriate housing related services including Share Accommodation, Public Transport and Emergency Housing Services. Accommodation offers can be placed directly onto the Housing Web.

The Housing Officer is based at Footscray Park Campus and can provide tenancy advice, referral and case management as well as assistance with general housing information. At other campuses, Student Services staff can assist with accommodation inquiries. For further information, contact the Housing Officer on telephone: (03) 9688 4420 or e-mail housing@vu.edu.au
Chaplaincy
Contact Student Services for information about spiritual support in the community.

Counselling - Personal
Personal counselling is available at many of the campuses. Counselling can help students optimise their emotional, social and academic well being. Students are invited to discuss any personal, family or relationship matter with one of the counsellors. Some examples of issues discussed include loneliness, difficulty adjusting to life at the University, relationships, sexuality, family difficulties, grief and loss, self-confidence and anxiety. Counselling can be contacted by telephoning 9688 4418 or 9365 2399.

Financial Counselling/ Advice
Financial Counselling/Advice can be provided to students experiencing financial difficulties. As well as helping students to work out ways of budgeting and planning, the financial advisor/counsellor can assist with claims for Centrelink payments and fee extensions. When discussing your needs a counsellor may be able to help you with information about financial assistance. This may include such things as emergency relief, rent assistance and various forms of Centrelink benefits.

Youth Allowance/ Austudy/ PES Applications
The Youth Allowance/Austudy/Abstudy schemes provide assistance to Australian citizens and permanent residents who are enrolled in approved courses at universities. TAFE institutes and other approved institutions in Australia. (Generally, Youth Allowance is for persons up to age 25, Austudy for students over 25 ). Abstudy is a payment for Aboriginal and Torres Strait Islander students. The Pensioner Education Supplement (PES) is an additional payment available to students on certain Centrelink payments.

Assistance is subject to a means test and to certain conditions, including a minimum study load. Part time students under 21 years of age should note there is a provision for the payment of Youth Allowance for the sum of other approved activities such as job seeking, volunteer work, or training in addition to part time study. Ask the financial advisor/counsellor or seek a Centrelink interview.

A student who is eligible and qualifies for assistance may receive a living allowance and under special circumstances a fares allowance and rental assistance. Students may also apply for a Centrelink Advance Loan – an amount of up to $500.00 advance on future instalments, recovered over 6 months; this can only be done once in a calendar year.

Claim forms for Centrelink student payments are available on Campus, at secondary schools and Centrelink offices. Students are advised to lodge their initial claim with the nearest Centrelink office as soon as they enrol or re-enrol. Payees continuing in their current course will not have to submit another claim, but should return the Review Form sent to them within the stipulated time. Note that there is no provision for back pay if a student is not currently receiving benefits. It is important that an application for Austudy/Youth Allowance/Abstudy be lodged as soon as possible.

Loans
Student Services administers a loan scheme for enrolled students of the University who can demonstrate a genuine need. Loans are available for the purchase of books, computers and other course related materials, medical expenses, housing expenses and other purposes in accordance with the Student Loan Fund Policy.

Application forms and information sheets are available on campus from Student Services on most campuses.

Prayer Rooms
Prayer rooms are available on most campuses. Visit our web site for room locations: www.vu.edu.au/ss

International Student Support
Two International Student Advisers provide services and programs such as Orientation and Return Home for international students in Higher Education. They are also available to provide individual assistance and support.

TAFE International services are available at the Footscray Nicholson Street Campus, telephone: (03) 9284 8517.

Services for AusAid sponsored students are available through Footscray Park Campus, telephone: (03) 9688 4780

Further information is available at Footscray Park Campus, telephone: (03) 9688 4777, St Albans Campus, telephone: (03) 9365 2399 or City Flinders Campus, telephone: (03) 9248 1159.

Further information relevant to International students is available from the International Branch at City Flinders Campus, telephone: +61 3 9248 1164.

Health Advice
There are two health advisors (nurses) at the University. Typical issues that people consult the health advisors about include:

- General health and wellbeing
- Lifestyle issues
- Women's health
- Drug use issues
- Men's health
- Nutrition
- Chronic illnesses
- Family planning and sexual health
- Pregnancy testing
- Assistance with injuries and dressings
- Referrals to community agencies
- Vaccinations (at Footscray Park Campus)

The health advisors can also be contacted through Student Services on 9688 4418.

Medical Centre
A Medical Centre is located at Student Services at the Footscray Park Campus in Building M, Level 2. Doctors consult on a sessional basis Monday to Thursday during Higher Education teaching time. All consultations are bulk billed on presentation of a Medicare card. For international students the Medical Centre bills Medibank Private direct.

Further information is available from the International Branch at City Flinders Campus, telephone: (03) 9688 4418 or drop in to Student Services.

Drug Education
Substance use and abuse is an issue of considerable concern in the general community. The University has a drug education officer who can provide information on drug related issues and provide advice on how to find treatment and counselling services in the community. Education sessions on these issues can be organised for groups of students by contacting the drug education officer on 9284 8886.

First Aid
There are first aiders on all campuses of the University. Lists of first aiders can be found on University intranet Homepage: http://intranet.vu.edu.au.
First aiders are only to be contacted in more urgent or emergency situations. Examples of the sorts of things you might contact a first aider for include:

- bleeding cuts
- burns
- joint injuries
- suspected fractures
- sudden illness
- collapse

If a situation is life threatening, contact the Ambulance (0) 000 first. Be careful to state your location and the nature of the emergency. If possible have someone meet the paramedics at an easily accessible point.

Health and emergency centres close to each campus are also listed.

Student Learning Unit

The Student Learning Unit (SLU) forms part of the Centre for Educational Development and Support (CEDS).

The CEDS SLU provides free English language, Maths, Science and academic skills support for students at Degree level and above. Support is provided in the ways described in the following paragraphs.

Subject-Linked Classes

Certain subjects seem to present students with particular difficulties in the area of researching, academic reading and writing, oral presentation and/or other academic skills.

CEDS SLU staff conduct support classes linked to these subjects which focus on the academic skills needed for successful completion of the assessment tasks in that subject. Classes are also offered on a similar basis in some areas of Maths such as Business Statistics, and in certain science subjects.

Further information about these classes is available from subject guides, subject lecturers, the CEDS SLU web site or directly from the SLU main office.

General Classes

CEDS SLU staff also conduct some general classes such as Reading and Writing for Engineering Students, and Summer and Winter Schools which are open to all students.

Individual Appointments

Postgraduate students may make individual or small group appointments to discuss their essay or thesis work. A very limited number of individual or small group appointments is available for undergraduate students who would like assistance with academic skills in some particular subjects where there is no linked CEDS SLU class.

Email Consultations

Students may consult a CEDS SLU lecturer about their work using email. However students should discuss this with the lecturer involved before sending work. Lecturers will comment on work, but not correct it.

Further Information

Contact Kim Borg or Bernadette Trickey CEDS Administrative Officers, on 9688 4744.

Student Organisations

The peak student body for the University is the Victoria University Student Union Inc (VUSU Inc). Under this umbrella there are a number of sections including the International Students Association, the Victoria University Postgraduate Association as well as many clubs and societies.

The VUSU provides a range of services through the Resource Centres and offices 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/Resource Centre: (03) 9688 4360
  - 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
  - Sunshine:
    - Recreation Office: (03) 9218 3334
    - Resource Centre: (03) 9218 3206
  - Werribee:
    - Recreation Office: (03) 9216 8260
    - Resource Centre: (03) 9216 8206

Alumni Association

Alumni of the University include staff, graduates, current students, and members of the community who have a connection with Victoria University. Membership of the University's Alumni Association enhances the opportunities of members to achieve their professional aspirations. Students, graduates and staff maintain contact with one another and organise reunions, networks and business functions.

Staff of the Alumni office provide support in developing member networks and Alumni Chapters. Chapters focus on a particular discipline and draw together graduates to form a network in a related field. There are currently Chapters in Graphic Arts, MBA, Recreation/Fitness Leadership, Arts and Traditional Chinese Medicine. Members of the Alumni Association are sent regular information on social activities, professional seminars, mentoring programs, activities within the University and activities organised by the various Alumni Chapters. Members also receive quarterly a copy of the University newspaper Nexus containing the Alumni supplement bulletin, and receive invitations to specifically targeted events organised by the Alumni Chapter in their field of study.

The Association also offers many complimentary member benefits. These include continuing use of the University's library facilities after student members graduate, and discounts to a range of services such as car rental, travel, sporting goods, the University bookshop, newspaper subscriptions and hotel accommodation.
There are also several International Chapters of the Alumni Association for those graduates who return home overseas. To date, Chapters and/or networks have been developed in Hong Kong, India, Malaysia, Singapore, Taiwan and Thailand.

Membership for current students and first-year graduates is $11.00. The Alumni office is at the City Flinders Campus and is situated on the Ground Floor, 301 Flinders Lane, Melbourne. Telephone: +613 9248 1017; Fax: +613 9248 1007; Email: alumni@vu.edu.au

Travel Concessions

Rail and bus concession application forms are available at the start of each academic year from VU Student Union (Resource Centres).
Courses at Victoria University in 2003

This section lists all the courses offered by Victoria University in higher education and TAFE. All courses are offered subject to confirmation of PETE funding and authority to conduct, and minimum enrolment levels. List correct as at October 2002. A database containing updated course information is on the University’s website at: www.vu.edu.au.

### TAFE Courses at Victoria University in 2003

#### Strategic Development

**Centre for Curriculum, Innovation and Development**

- Certificate IV in Assessment and Workplace Training (BSZ40198)
- Diploma in Training and Assessment Systems (BSZ50198)
- Certificate IV in Vocational Education and Training (15559VIC)
- Diploma of Vocational Education and Training (15560VIC)
- Graduate Certificate in Vocational Education and Training (21205VIC)
- Graduate Certificate in VET in Schools Implementation (21102VIC)

#### School of Building, Electrical and Information Technology

**Building and Construction Department**

- Certificate I in Boatbuilding (15562VIC) [Pre-Apprenticeship]
- Certificate II in Boatbuilding (15563VIC) [Traineeship]
- Certificate III in Boatbuilding (15564VIC) [Apprenticeship]
- Certificate I in Construction (Off-site) (BCF10100)
- Certificate II in Off-Site Construction (BCF20100)
- Certificate III in Off-Site Construction (Joinery Timber/Aluminium/Glass) (BCF30200)
- Certificate I in Construction (BCG10198)
- Certificate II in General Construction (BCG20198-B) [Bricklaying – Pre-Apprenticeship]
- Certificate III in General Construction (Bricklaying/Blocklaying) (BCG30009) [Apprenticeship]
- Certificate II in Building and Construction (BCG20198) [Carpentry – Pre-Apprenticeship]
- Certificate III in General Construction (Carpentry – Framework/Joinery/Paintings) (BCG30798) [Apprenticeship]
- Certificate II in Furnishing (Furniture Manufacturing Pre-Apprenticeship) (12905VIC) [Cabinet Making]
- Certificate III in Furnishing (Cabinet Making) (2302ABC) [Apprenticeship]
- Course in Building and Engineering Trades Orientation (3113TNWB)
- Diploma of Building Design & Drafting (SA3474)
- Diploma of Building (SA3475)
- Certificate IV in Building (SA3477)
- Certificate IV in Building Drafting (SA3476)
- Diploma of the Built Environment (SA3472)
- Diploma of Building Surveying (SA3473)

**Building Services and Special Trades Department**

- Certificate II in General Construction (BCG20198-P) [Painting & Decorating Pre-Apprenticeship]
- Certificate III in General Construction (Painting & Decorating) (BCG30498)
- Certificate I in Building & Construction (Plumbing) (2102ABC)
- Certificate III in Plumbing and Gasfitting (20085VIC)
- Certificate IV in Plumbing (Services Design) (2102ADC)
- Certificate II in Signs Industry (20087VIC)
- Certificate III in Off-Site Construction (Sign Writing/Computer Operations) (BCF30700)
- Certificate IV in Sign Technology (BCG30009)
- Certificate IV in Sign Technology (BCG30009)
- Course in Building and Engineering Trades Orientation (3113TNWB)
- Certificate III in Building and Construction (Protective Coating for Protection) (2302AFC)

**Electrotechnology Department**

- Certificate III in Electrotechnology Communications (UTE30499)
- Certificate III in Electrotechnology Computer Systems (UTE30599)
- Certificate III in Electrotechnology Entertainment and Servicing (UTE30799)
- Certificate III in Electrotechnology Systems Electrician (UTE31199)
- Advanced Diploma in Computer Systems Engineering (UTE60199)
- Advanced Diploma in Electronic Engineering (UTE60399)
- Certificate I in Electrical (Pre-Apprenticeship) (14935VIC)
- Certificate IV in Electrical (2406ANC) [Motor Control]

**Information Technology Department**

- Certificate I in Information Technology (ICT10101) [ICDL – International Computer Drivers License]
- Certificate III in Information Technology (Software Applications) (ICT30199) [Web Pages]
- Certificate III in Information Technology (General) (ICT30299)
- Certificate III in Information Technology (Network Administration) (ICT30399)
- Certificate IV in Information Technology (Network Management) (ICT40399)
- Certificate IV in Information Technology (21103VIC)
- Certificate IV in Information Technology (21103VIC)
Certificate IV in Information Technology (Client Support) (ICA40199)
Certificate IV in Information Technology (Programming) (ICA40699)
Certificate IV in Information Technology (Technical Support) (ICA40599)
Certificate IV in Multimedia (14933VIC)
Diploma of Information Technology (Software Development) (ICA50299)
Diploma of Multimedia (14934VIC)
Diploma of Information Technology (21104VIC) [Specialising in Network & Internet Technology]

School of Business

Administrative and Legal Studies Department
Certificate IV in Electronic Publishing (21233VIC)
Certificate II in Desktop Publishing (21232VIC)
Certificate III in Business (Legal Administration) (BSA30200)
Certificate IV in Business (Legal Services) (BSA40200)
Diploma of Business Administration (BSB50201)
Certificate IV in Business Administration (BSB40201)
Certificate III in Business Administration (BSB30201)
Certificate II in Business (BSB20101)
Certificate III in Business (BSB30101)
Certificate IV in Business (BSB40101)
Diploma of Business (BSB50101)
Advanced Diploma of Business (Legal Practice) (20055VIC)
Certificate III in Government (PSP30199)

Financial Services Department
Certificate III in Financial Services (FNB30199)
Certificate IV in Financial Services (FNB40199)
Advanced Diploma of Accounting (FNB60209)
Diploma of Accounting (FNB30209)
Diploma of Business (Banking and Finance) (90025NSW)
Course in Real Estate for Agents’ Representatives (2004AAA)
The Certificate IV in Business (Estate Agency Practice) (2404ADA)
Certificate IV in Property Services (Real Estate Operations) (2404A08B)
Course in Introduction to Call Centre Operations (3113BDC07)
Certificate II in Telecommunications (Call Centres) (ICT20499)
Certificate III in Telecommunications (Call Centres) (ICT30599)
Certificate IV in Telecommunications (Call Centres) (ICT40599)
Diploma of Commerce (3113BDC100)
Diploma in Customer Contact Management (3113BCCM101)

Management and Marketing Department
Certificate III in Business (Frontline Management) (BSB30501)
Certificate IV in Business (Frontline Management) (BSB41001)
Diploma of Business (Frontline Management) (BSB50101)
Certificate IV in Business (Human Resources) (BSB40101)
Diploma of Business (Human Resources) (BSB50101)
Advanced Diploma of Business (Human Resources) (BSB60301)
Certificate IV in Business Management (BSB41010)
Diploma of Business Management (BSB50401)
Advanced Diploma of Business Management (BSB60401)
Advanced Diploma of Business (Operations Management) (20055VIC)
Diploma of Business (Operations Management) (20053VIC)
Certificate IV in Business (Operations Management) (20051VIC)
Certificate IV in Business (Advertising) (BSB40601)
Diploma of Business (Advertising) (BSB50601)
Advanced Diploma of Business (Advertising) (BSB60601)
Certificate IV in Business (Marketing) (BSB40701)
Diploma of Business (Marketing) (BSB50701)
Advanced Diploma of Business (Marketing) (BSB60601)
Advanced Diploma of Business (International Business) (20055VIC)
Diploma of Business (International Trade) (20053VIC)
Certificate IV in Business (International Trade) (20051VIC)
Advanced Diploma of Business (Public Relations) (20053VIC)
Certificate IV in Business (Public Relations) (2004101)
Diploma of Business (BSB50101)
Certificate IV in Business Development (BSB40501)
Diploma of Business Development (BSB50501)
Advanced Diploma of Business Development (BSB60401)
Certificate III in Business (Sales) (BSB30301)
Graduate Certificate in Management Development (Education and Training) (2804ABB)
Certificate IV in Assessment and Workplace Training (BSZ40198)

Western Business Enterprise Centre
Certificate II in Security (Guarding) (PRS20198)
Certificate III in Security (Guarding) (PRS30198)
Certificate IV in Business (Small Business Management) (BSB40401)
Certificate IV in Business Facilitation (WSB57)
School of Engineering, Science and Industrial Skills

Automotive and Fabrication Department
Certificate II in Automotive Technology (AUR10199)
Certificate I in Automotive (AUR10199)
Certificate II in Automotive (Mechanical – Clerical)(AUR20799 – AUR21899)
Certificate II in Automotive (Vehicle Body)(AUR22499 – AUR22999)
Certificate II in Automotive (Sales)(AUR22199 – AUR22999)
Certificate II in Marine (AUR23199 – AUR23299)
Certificate II in Bicycles (Services)(AUR23099)
Certificate II in Outdoor Power Equipment (Services)(AUR23399)
Certificate III in Automotive (Sales)(AUR31399 – AUR31499)
Certificate III in Automotive Vehicle Body (AUR31699 – AUR31899)
Certificate III in Automotive (Mechanical)(AUR30299 – AUR31299)
Certificate III in Outdoor Power Equipment (AUR32499 – AUR32599)
Certificate IV in Automotive (AUR40199)
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC)
Certificate I in Engineering Technology (MEM10198F)
Certificate II in Engineering – Production (MEM20198F)
Certificate III in Engineering – Production Technology (MEM20298F)
Certificate III in Engineering – Production Systems (MEM30198F)
Certificate III in Engineering – Fabrication Trade (MEM30298F)[Light & Heavy]
Certificate IV in Engineering Technology (2003VIC)
Advanced Diploma of Engineering Technology (2003VIC)[Fabrication/Welding Supervision, Inspection]
Diploma of Engineering Technology (2003VIC)[Fabrication/Welding]

Industrial Skills Training Centre
Course in Cranes [contact Department for details]
Course in Rigging – Basic [contact D apartment for details]
Course in Rigging – Intermediate [contact D apartment for details]
Course in Rigging – Advanced [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 – Intermediate [contact D apartment for details]
Course in Scaffolding – Advanced [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 IV in Assessment and Workplace Training (BSZ40198)
Certificate III in Civil Construction (Plant)(BCC30198)
Certificate III in General Construction (Plant)(BCG33198)
Certificate I in Transport and Distribution (Warehousing)(TDT10197)
Certificate I in Transport and Distribution (Road Transport)(TDT10297)
Certificate II in Transport and Distribution (Road Transport)(TDT20297)
Certificate III in Transport and Distribution (Road Transport)(TDT30297)
Certificate IV in Transport and Distribution (Road Transport)(TDT40297)
Diploma of Transport and Distribution (Logistics)(TDT31098)
Advanced Diploma of Transport and Distribution (Logistics)(TDT41098)
Certificate III in Transport and Distribution (Mobile Crane Operations)(TDT30998)
Certificate IV in Transport and Distribution (Mobile Crane Operations)(TDT40998)
Certificate III in Road Transport (Motor Vehicle Driving Instructor)(23111EA)
Certificate I in Transport and Distribution (Rail Passenger Services)(TDT10598)
Certificate II in Transport and Distribution (Rail Passenger Services)(TDT20598)
Certificate III in Transport and Distribution (Rail Passenger Services)(TDT30598)
Certificate I in Transport and Distribution (Rail Operations)(TDT10498)
Certificate II in Transport and Distribution (Rail Operations)(TDT20498)
Certificate III in Transport and Distribution (Rail Operations)(TDT30498)
Certificate III in Funeral Services (Gravedigging, Grounds & Maintenance)(WFS30402)

Engineering Technology Department
Advanced Diploma of Engineering Technology (Principal Technical Officer)(14309VIC)[Civil]
Advanced Diploma of Engineering Technology (2003VIC)[Civil]
Diploma of Engineering Technology (2003VIC)[Civil]
Certificate I in Engineering Technology (14309VIC)
Certificate I in Engineering Technology (MEM10198)
Certificate II in Engineering (Production)(MEM20198)
Certificate II in Engineering (Production Technology)(MEM20298)
Certificate III in Engineering (Production Systems)(MEM30198)
Certificate III in Engineering (Mechanical Trade) (MEM30298)
Certificate III in Engineering (Technician) (MEM30898)
Certificate IV in Engineering Technology (2003VIC)
Advanced Diploma of Engineering Technology (2002VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Advanced Diploma of Engineering Technology (Principal Technical Officer) (14309VIC) [Streams in Mechanical, Manufacturing and Mechatronics]
Certificate III in Automotive Manufacturing – Frontline Management (AUM30100)
Certificate IV in Automotive Manufacturing – Frontline Management (AUM40100)
Certificate IV in Automotive Manufacturing – Manufacturing Maintenance (AUM40200)

Science and Food Technology Department
Certificate II in Science Bridging (12883VIC)
Certificate III in Science Bridging (12884VIC)
Certificate III in Animal Technology (QLD3757)
Certificate IV in Animal Technology (2411ABC)
Diploma of Applied Science (Animal Technology) (QLD3522)
Certificate II in Animal Studies (RUV30198)
Certificate IV in Veterinary Nursing (RUV40198)
Certificate III in Laboratory Skills (PML30199)
Certificate IV in Laboratory Techniques (PML40199)
Diploma of Laboratory Technology (PML50199)
Diploma of Laboratory Technology (Process Manufacturing Testing) (PML50199)
Diploma of Laboratory Technology (Pathology Testing) (PML50199)
Diploma of Laboratory Technology (Biological and Environmental Testing) (PML50199)
Diploma of Laboratory Technology (Food Testing) (PML50199)
Advanced Diploma of Laboratory Operations (PML60199)
Certificate I in Horticulture (RUH10198)
Certificate II in Horticulture (Arboriculture) (RUH120298)
Certificate II in Horticulture (Floriculture) (RUH120398)
Certificate II in Horticulture (Landscape) (RUH120498)
Certificate II in Horticulture (Nursery) (RUH120598)
Certificate II in Horticulture (Parks & Gardens) (RUH120698)
Certificate II in Horticulture (Production) (RUH120798)
Certificate II in Horticulture (Turf Management) (RUH120898)
Certificate III in Horticulture (RUH30198)
Certificate III in Occupational Health & Safety (QLD1493)
Certificate IV in Occupational Health & Safety (QLD1892)
Diploma of Occupational Health & Safety (QLD1891)
Certificate IV in Meat Processing (Leadership) (MTM40100)
Certificate IV in Meat Processing (Quality Assurance) (MTM40300)
Diploma of Meat Processing (MTM50100)
Advanced Diploma of Meat Processing (MTM60100)
Certificate II in Local Government (Environmental Health and Regulation) (LGA20200)
Certificate III in Local Government (Environmental Health and Regulation) (LGA30300)
Diploma of Local Government (Environmental Health and Regulation) (LGA50300)
Advanced Diploma of Local Government (Environmental Health and Regulation) (LGA60300)
Certificate I in Food Processing (Plant Baking) (FDF10398)
Certificate II in Food Processing (Plant Baking) (FDF20398)
Certificate III in Food Processing (Plant Baking) (FDF30398)
Certificate I in Process Plant Skills (PMA10198)
Certificate I in Food Processing (FDF10198)
Certificate I in Pharmaceutical Manufacturing (FDF10298)
Certificate II in Pharmaceutical Manufacturing (FDF20298)
Certificate II in Process Plant Operations (PMA20198)
Certificate III in Food Processing (FDF30198)
Certificate III in Pharmaceutical Manufacturing (FDF30298)
Certificate III in Process Plant Operations (PMA30198)
Diploma of Food Technology (2506AKC)
Certificate IV in Food Technology (11893VIC)
Diploma of Natural Resource Management (2212AMC)
Certificate III in Health (Hospital Pharmacy Technician) (2307AEC)
Certificate IV in Mortuary Science (Embalming) (2411AGB)
Courses in Lubrication (21010VIC)
Certificate IV in Assessment and Workplace Training (BSZ40198)

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School of Further Education and Employment Services

**Adult Literacy and Work Education Department**
- Certificate I in General Education for Adults (Introductory) (21249VIC)
- Certificate I in General Education for Adults (21250VIC)
- Certificate II in General Education for Adults (21251VIC)
- Certificate III in General Education for Adults (21252VIC)
- Certificate I in Vocational Studies (Transport and Distribution) (15598VIC)
- Diploma of Further Education (21015VIC)
- Certificate IV in Further Education (21044VIC)
- Certificate I in Work Education (21108VIC)
- Certificate I in Transition Education (15494VIC)
- Course in Concurrent Study (21204VIC)
- Certificate I in Laundry Operations (LMT10800)
- Certificate II in Laundry Operations (LMT21400)
- Certificate III in Laundry Operations (LMT31100)
- Certificate I in Dry Cleaning Operations (LMT11000)
- Certificate II in Dry Cleaning Operations (LMT21500)
- Certificate III in Dry Cleaning Operations (LMT31200)

**Arts and Preparatory Programs Department**
- Diploma of Arts (Small Companies and Community Theatre) (21052VIC)
- Certificate IV in Professional Writing and Editing (21123VIC)
- Diploma of Arts (Professional Writing and Editing) (21124VIC)
- Certificate I in English Language Literacies (21047VIC)
- Certificate II in English Language Literacies (21048VIC)
- Access Course for Women (31132100KFM)
- Gateway to Nursing and the Health Sciences (31132200HZB)
- Preparation for Tertiary Studies (Arts) (31132200LZO)
- Certificate I in ESL Access (14378VIC)
- Certificate II in ESL Access (14379VIC)
- Certificate I in General Education for Adults (Introductory) (21249VIC)
- Certificate I in General Education for Adults (21250VIC)
- Certificate II in General Education for Adults (21251VIC)
- Diploma of Liberal Arts (21209VIC)
- Certificate IV in Liberal Arts (21219VIC)
- Victorian Certificate of Education (2200LZV)

**Music Programs**
- Certificate IV in Music (CUS40101)
- Certificate IV in Music (Technical Production) (CUS40201)
- Diploma of Music Industry (Technical Production) (CUS50201)
- Diploma of Music (CUS50101)
- Certificate IV in Music Industry (Business) (CUS40001)
- Diploma of Music Industry (Business) (CUS50001)

**Language Studies Department**
- Certificate II in ESL (Academic Purposes) (14372VIC)
- Certificate III in ESL (Academic Purposes) (14373VIC)
- Certificate III in ESL (Academic Purposes) (14375VIC) [English for Health Professionals]
- Certificate IV in ESL (Academic Purposes) (14374VIC)
- Certificate II in ESL (Vocational Purposes) (14375VIC)
- Certificate III in ESL (Vocational Purposes) (14376VIC)
- Certificate III in ESL (Vocational Purposes) (14376VIC) [Aged Care Work]
- Certificate IV in ESL (Vocational Purposes) (14377VIC)
- Certificate I in ESL Access (14378VIC)
- Certificate II in ESL Access (14379VIC)
- Certificate III in ESL Access (14380VIC)
- Certificate IV in ESL Access (14381VIC)
- Course in Concurrent Study (21209VIC)

**Department of Employment & Training Services**
- Certificate I in Horticulture (RUH10198)
- Certificate II in Horticulture (RUH10298–RUH10279)
- Course in Planning for Employment and Training (21109VIC)
School of Human Services, Art and Multimedia

Art, Design and Multimedia Department
Advanced Diploma of Arts (Graphic Design)(12862VIC)
Diploma of Arts (Graphic Arts)(12861VIC)
Certificate IV in Arts (Applied Design)(15727VIC)
Advanced Diploma of Multimedia(CUF60501)
Diploma of Arts (Visual Art)(12877VIC)

Child Studies Department
Advanced Diploma of Community Services (Children's Services)(CHC60399)
Diploma of Community Services (Children's Services)(CHC50399)
Certificate IV in Community Services (Children's Services)(CHC30399)
Certificate III in Community Services (Children's Services)(CHC20399)
Certificate II in Community Services (Children's Services)(CHC20399)

Health Services Unit
Certificate IV in Health (Nursing)(2407ADC)
Certificate III in Pathology Specimen Collection(HLT30101)

Library Studies Unit
Diploma of Library and Information Services(CUL50199)
Certificate III in Library and Information Services(CUL30199)

Social and Community Studies Department
Certificate III in Community Services (Disability Work)(CHC30799)
Certificate IV in Community Services (Disability Work)(CHC40799)
Diploma of Community Services (Disability Work)(CHC50799)
Certificate II in Community Services (Community Work)(CHC20499)
Certificate III in Community Services (Community Work)(CHC30699)
Diploma of Community Services (Community Work)(CHC50699)
Certificate IV in Community Services (Aged Care Work)(CHC40199)
Certificate II in Community Services (Aged Care Work)(CHC20199)
Diploma of Community Services (Welfare Studies)(2507ABC)
Diploma in Counselling(3113GWD40)
Advanced Diploma of Justice(21214VIC)
Diploma of Justice (21211VIC)
Certificate IV in Justice (21211VIC)
Diploma of Community Services (Youth Work)(CHC50999)
Diploma of Business (Community Services and Health Management)(2504AIC)
Diploma of Community Services (Alcohol and Other Drugs Work)(CHC50299)
Certificate II in Home Support Cleaning(21186VIC)
Course in Palliative Care Awareness(3113GWD50)
Certificate II in Asset Maintenance (Cleaning Operations)(PRM20198)

Sport and Recreation Department
Certificate II in Fitness(SRF20201)
Certificate III in Fitness(SRF30201)
Certificate IV in Fitness(SRF40201)
Certificate II in Outdoor Recreation(SRO20299)
Certificate II in Sport (Career Oriented Participation)(SRS20299)
Certificate II in Sport and Recreation(SRS30199)
Certificate III in Sport and Recreation(SRC30199)
Certificate II in Community Recreation(SRC20201)
Certificate III in Community Recreation(SRC30201)
Certificate IV in Community Recreation(SRC40201)
Diploma of Community Recreation(SRC50201)
Certificate IV in Sport and Recreation(SRO40199)
Diploma of Sport and Recreation(SRO50199)
Certificate IV in Sports (Development)(SRS40399)
Diploma of Sport (Development)(SRS50399)
Diploma of Sport (Coaching)(SRS50299)
Certificate IV in Sports Science (Golf)(3113SRG35)
Diploma of Sports Science (Golf)(3113SRG36)
Certificate II in Racing (Greyhound) – Kennelhand Level 1(RGR20398)
Certificate III in Racing (Greyhound) – Kennelhand Level 2(RGR30598)
Graduate Certificate in Career Counselling for Elite Performers (Dance, Music, Sport)(21237VIC)
School of Hospitality and Personal Services

Personal Services Department
Certificate II in Modelling (2211ARC)
Certificate II in Nail Technology (WRB20199)
Certificate III in Beauty (WRB30199)
Certificate IV in Beauty Therapy (WRB40199)
Course in Basic Make-Up (3113CBLCAF)
Diploma of Entertainment (Make-Up) (CUE50798)
Certificate IV in Entertainment Make-Up (CUE40098)
Diploma of Health Science (Massage) (WAO350)
Certificate IV in Health Science (Remedial Massage) (THH31502)
Certificate III in Health Science (Therapeutic Massage) (THH31501)
Certificate II in Hairdressing (WRH120100) [Pre-Apprenticeship]
Certificate III in Hairdressing (WRH30100)
Certificate III in Hairdressing (20031VIC)
Certificate IV in Hairdressing (WRH40100)
Diploma of Hairdressing Salon Management (WRH50100)

Wholesale/Retail Unit
Certificate II in Wholesale Operations (WRW20101)
Certificate III in Wholesale Operations (WRW30101)
Certificate IV in Wholesale Management (WRW40101)
Diploma of Wholesale Management (WRW50101)
Certificate IV in Retail Management (WRW40197)
Certificate III in Retail Operations (WRW30197)
Certificate II in Retail Operations (WRW20197)
Certificate II in Retail Cosmetic Assistant (WRB20399)

Hospitality and Tourism Department
Certificate I in Hospitality (Operations) (THH11002)
Certificate I in Hospitality (Kitchen Operations) (THH11102)
Certificate II in Hospitality (Kitchen Operations) (THH21802)
Certificate II in Hospitality (Kitchen Operations) (THH22002)
Certificate III in Hospitality (Commercial Cookery) (THH31502)
Certificate III in Hospitality (Catering Operations) (THH32902)
Certificate III in Hospitality (Operations) (THH33002)
Certificate III in Hospitality (Food and Beverage) (THH32797)
Certificate IV in Hospitality (Supervision) (THH42602)
Diploma of Hospitality Management (THH51202)
Advanced Diploma of Hospitality Management (THH60202)
Certificate II in Tourism (Operations) (THT20502)
Certificate III in Tourism (Retail Travel Sales) (THT30202)
Certificate III in Tourism (Tour Wholesale) (THT30602)
Certificate III in Tourism (Visitor Information Services) (THT30602)
Certificate III in Tourism (Guiding) (THT30902)
Certificate III in Tourism (Operations) (THT31002)
Certificate IV in Tourism (Sales and Marketing) (THT40102)
Certificate IV in Tourism (Operations) (THT40202)
Certificate IV in Tourism (Guiding) (THT40302)
Certificate IV in Tourism (Natural and Cultural Heritage) (THT40402)
Diploma of Tourism (Marketing and Product Development) (THTS0102)
Diploma of Tourism (Operations Management) (THTS0302)
Advanced Diploma of Tourism Management (THT60102)
## Undergraduate Courses and Programs

### Campus codes:
- B=Sunbury
- C=City Flinders
- D=China
- E=Echuca
- F=Footscray Park
- G=Renmin University of China
- H=Hong Kong
- I=Internet
- K=Kuala Lumpur
- M=Melton
- O=Off campus
- P=Singapore
- Q=Queen Street
- S=St Albans
- T=Shenyang, People’s Republic of China
- W=Werribee
- D8=Tianjin, People’s Republic of China
- D7=Renmin University, Beijing, China

### Faculty of Arts

<table>
<thead>
<tr>
<th>GENERALIST DEGREE PROGRAMS</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts – Footscray</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Bachelor of Arts – St Albans</td>
<td>S</td>
<td>Y</td>
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<table>
<thead>
<tr>
<th>SPECIALIST DEGREE PROGRAMS</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Arts (Advocacy &amp; Mediation)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Bachelor of Arts (Asian Studies)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Bachelor of Arts (Community Development)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>– Asia-Pacific Stream</td>
<td>S</td>
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<td>Y</td>
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<tr>
<td>– Australian Stream (3rd year only)</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Bachelor of Arts (Computer Mediated Art)</td>
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<td>Bachelor of Arts (Globalisation Studies)</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Bachelor of Arts (Legal Studies)</td>
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<tr>
<td>Bachelor of Arts (Multimedia)</td>
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<tr>
<td>Bachelor of Arts (Professional Writing)</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Bachelor of Communication (Public Relations)</td>
<td>S</td>
<td>Y</td>
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<tr>
<td>Bachelor of Psychology (Arts stream)</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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<tr>
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<tr>
<th>COMBINED DEGREE PROGRAMS</th>
<th>Campus</th>
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<tbody>
<tr>
<td>Bachelor of Arts/Bachelor of Business (Information Systems)</td>
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<tr>
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<tr>
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<td>Bachelor of Arts/Diploma of Liberal Arts</td>
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<tr>
<td>Bachelor of Science (Honours – Psychology)</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**

<table>
<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>– Accounting</td>
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<td>– Banking and Finance</td>
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<tr>
<td>– Strategic and Financial Management</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td>– Accounting/Financial Management</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td>– Accounting/Financial Management</td>
<td>W</td>
<td>Y</td>
</tr>
<tr>
<td>– Accounting/Banking and Finance</td>
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</tr>
<tr>
<td>– Accounting/Information Systems</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td>– Accounting/Electronic Commerce</td>
<td>W</td>
<td>Y</td>
</tr>
<tr>
<td>– Accounting/Small Enterprise Management</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td>– Accounting/Hospitality Management</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>– Accounting/Commercial Law</td>
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<tr>
<td>– Accounting/Transport and Logistics</td>
<td>W</td>
<td>Y</td>
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<tr>
<td>– Banking and Finance/International Trade</td>
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<tr>
<td>– Tourism Management/Small Enterprise Management</td>
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**BACHELOR OF BUSINESS COMBINED DEGREES**

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<thead>
<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>– Bachelor of Laws/Bachelor of Business Accounting</td>
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<tr>
<td>– Bachelor of Business Accounting/Certificate IV in Information Technology (Dual Award)</td>
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#### School of Applied Economics

**BACHELOR OF BUSINESS**

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<tr>
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<tr>
<td>– Retail Management</td>
<td>F</td>
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</tr>
<tr>
<td>– International Trade</td>
<td>F,K</td>
<td>Y</td>
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<tr>
<td>– Transport and Logistics</td>
<td>W</td>
<td>Y</td>
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<tr>
<td>– Applied Economics</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>– Financial Risk Management</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>– Music Industry</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>– Applied Economics/International Trade</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>– Banking and Finance/International Trade</td>
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<tr>
<td>– Financial Risk Management/International Trade</td>
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<tr>
<td>– Financial Risk Management/Electronic Commerce</td>
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<td>Y</td>
</tr>
<tr>
<td>– International Trade/Retail Management</td>
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<tr>
<td>– International Trade/Electronic Commerce</td>
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<td>Y</td>
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<tr>
<td>– Marketing/Applied Economics</td>
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<tr>
<td>– Marketing/International Trade</td>
<td>F,K</td>
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<td>– Music Industry/Marketing</td>
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<td>– Music Industry/Electronic Commerce</td>
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<tr>
<td>– Retail Management/Marketing</td>
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<tr>
<td>– Retail Management/Electronic Commerce</td>
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<tr>
<td>– Transport and Logistics/Accounting</td>
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<tr>
<td>– Transport and Logistics/Electronic Commerce</td>
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<tr>
<td>– Bachelor of Business (Honours) Applied Economics</td>
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<tr>
<td>– Bachelor of Business (Honours) Retail Management</td>
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**BACHELOR OF BUSINESS COMBINED DEGREES**

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<th>Campus</th>
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<tbody>
<tr>
<td>– Bachelor of Laws/Bachelor of Business Applied Economics</td>
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<tr>
<td>– BA Asian Studies/B Bus International Trade</td>
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<tr>
<td>– Bachelor of Laws/Bachelor of Business Music Industry</td>
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<tr>
<td>– Bachelor of Laws/Bachelor of Business International Trade</td>
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#### School of Hospitality, Tourism and Marketing

**BACHELOR OF BUSINESS**

<table>
<thead>
<tr>
<th>Campus</th>
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<th>Part-time</th>
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<tbody>
<tr>
<td>– Hospitality Management</td>
<td>F</td>
<td>Y</td>
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<tr>
<td>– Tourism Management</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td>– Marketing</td>
<td>F,B,K</td>
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<tr>
<td>– Event Management</td>
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<td>Y</td>
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<tr>
<td>– Marketing/International Tourism</td>
<td>K</td>
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<tr>
<td>– Accounting/Hospitality Management</td>
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<td>Y</td>
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<tr>
<td>– Hospitality/Tourism Management</td>
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<tr>
<td>– Hospitality/Event Management</td>
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Campus Full-time Part-time

- Hospitality Management/Human Resource Management F Y Y
- Marketing/Hospitality Management F Y Y
- Marketing/Tourism Management F Y Y
- Marketing/Event Management B Y Y
- Regional Tourism Management F Y Y
- Tourism/Small Enterprise Management F Y Y
- Marketing/Applied Economics F Y Y
- Marketing/International Trade F,K Y Y
- Retail Management/Marketing F Y Y
- Marketing/Electronic Commerce F Y Y
- Marketing/Music Industry F Y Y
- Hotel, Restaurant and Catering Management F Y Y
- Management/Marketing B Y Y
- B.Bus Hospitality/Event Management F Y Y
- B.Bus. Marketing/Event Management B Y Y
- Tourism Management/Information Systems F Y Y
- Tourism Management/Event Management F Y Y
- Bachelor of Business (Honours) – Marketing C Y Y

BACHELOR OF BUSINESS COMBINED DEGREES

- Bachelor of Laws/Bachelor of Business Marketing F Y Y
- BA Asian Studies/BBus Tourism Management F Y Y
- BA Recreation Management/BBus Tourism Management F Y Y
- BA Sports Administration/BBus Marketing B Y Y
- Bachelor of Business Marketing/Bachelor of Psychology F Y Y
- Bachelor of Business Marketing/Advanced Diploma of

School of Information Systems

BACHELOR OF BUSINESS

- Information Systems F Y Y
- Computer Systems Support W,H Y Y
- Electronic Commerce W Y Y
- Electronic Commerce/Transport and Logistics W Y Y
- Accounting/Information Systems F Y Y
- Tourism Management/Information Systems F Y Y
- Electronic Commerce/Marketing F Y Y
- Electronic Commerce/Music Industry F Y Y
- Electronic Commerce/International Trade F Y Y
- Electronic Commerce/Retail Management F Y Y
- Accounting/Electronic Commerce W Y Y
- Bachelor of Business (Honours) Information Systems C Y Y

BACHELOR OF BUSINESS COMBINED DEGREES

- Bachelor of Art/BBus Information Systems S Y Y
- BA Multimedia/BBus Electronic Commerce F Y Y
- Bachelor of Laws/BBus Electronic Commerce F Y Y
- B.Bus. Electronic Commerce/Bachelor of Science W Y

School of Law

BACHELOR OF LAWS

- Law F Y Y
- Graduate Entry F,Q Y Y
- Legal Practice F,Q Y Y

BACHELOR OF BUSINESS

- Commercial Law F Y Y
- Accounting/Commercial Law F Y Y

BACHELOR OF BUSINESS COMBINED DEGREES

- Bachelor of Laws/Bachelor of Arts F,Q
- Bachelor of Laws/BBus Accounting F Y Y
- Bachelor of Laws/BBus Applied Economics F Y Y
- Bachelor of Laws/BBus Electronic Commerce F Y Y
- Bachelor of Laws/BBus International Trade F Y Y
- Bachelor of Laws/BBus Music Industry F Y Y
- Bachelor of Laws/BBus Marketing F Y Y
- Bachelor of Laws/BBus Tourism Management F,Q Y Y
- Bachelor of Laws/Bachelor of Science F,S,W,Q Y Y
- Bachelor of Law/B.Bus, Human Resource Management F,Q Y Y
### School of Management

#### Bachelor of Business

<table>
<thead>
<tr>
<th>Course</th>
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<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td>Management</td>
<td>F,B</td>
<td>Y</td>
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<tr>
<td>Human Resource Management</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Management - Service and Operations</td>
<td>F</td>
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<td>Y</td>
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<tr>
<td>Strategic and Financial Management</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Hospitality Management/Human Resource Management</td>
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<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Management/Marketing</td>
<td>B</td>
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<td>Y</td>
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<tr>
<td>Bachelor of Business (Honours) Management</td>
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</table>

**Bachelor of Business Combined Degrees**

- Bachelor of Laws/BBus Management                                      | F      | Y         | Y         |
- Bachelor of Laws/BBus, Human Resource Management                      | F,Q    | Y         | Y         |
- B.Bus Tourism Management/Event Management                             | F      | Y         | Y         |
- BA Psychology/BBus Human Resource Management                          | F      | Y         | Y         |
- BA Sports Administration/BBus Management                              | B      | Y         | Y         |

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### Faculty of Human Development

#### School of Education

**Bachelor of Arts**

- Computer Mediated Art                                                 | S      | Y         | Y         |
- Computer Mediated Art & Multimedia                                    | S      | Y         | Y         |
- Early Childhood Education                                              | M      | n/a       | Y         |
- Youth Studies                                                         | FP     | Y         | Y         |

**Bachelor of Education**

- Four-Year Pre-Service Program P–12                                    | FP,M   | Y         | n/a       |
- Post-Registration (Year 4)                                             | FP,M   | Y         | Y         |

Bachelor of Education (Nyerna Studies) incorporating

- Bachelor of Education (Nyerna Studies)                                | E      | Y         | Y         |
- Bachelor of Arts (Nyerna Studies)                                     |        |           |           |
- Diploma of Community Services – Youth Work                            |        |           |           |
- Associate Diploma of Arts – Recreation/Fitness Leadership             |        |           |           |
- Certificate in Occupational Studies – Social and Community Services   |        |           |           |

### School of Health Sciences

#### Non-Award Courses

- First Aid in the Workplace Certificate: Level 1 & 2^                | S,J    | Y         | Y         |
- Certificate of Advanced Airway Management (Pre-hospital)^           | S,J    | Y         | Y         |
- Certificate in Advanced Airway Management^                           | S,J    | Y         | Y         |
- Certificate in Emergency Intravenous Therapy (Pre-hospital)^        | S,J    | Y         | Y         |
- Certificate in Venipuncture and Venous Cannulation^                 | S,J    | Y         | Y         |
- Certificate in Emergency Intravenous Therapy^                        | S,J    | Y         | Y         |
- Certificate in Advanced Life Support (Pre-hospital)^ incorporating   | S,J    | Y         | Y         |
- Certificate in Advanced Life Support^                                | S,J    | Y         | Y         |
- Certificate in Semi Automatic External Defibrillation^              | S,J    | Y         | Y         |

#### Award Courses

**Bachelor of Health Science**

- Clinical Dermal Therapies                                             | J      | n/a       | Y         |
- Natural Medicine                                                      | S,J    | Y         | Y         |
- Paramedic (3-Year Pre-service)                                        | S,J    | Y         | Y         |
- Paramedic (1-Year Conversion)                                         | I      | Y         | Y         |
- Chinese Medicine (Acupuncture)/(Chinese Herbal Medicine)             | S      | Y         | n/a       |

**Bachelor of Science**

- Clinical Sciences                                                    | C      | Y         | n/a       |
School of Human Movement, Recreation and Performance

Non-Award Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td>Fitness Instructor Module</td>
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<tr>
<td>Aerobic Module</td>
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<tr>
<td>Core Unit (Vic Fit)</td>
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<tr>
<td>Aqua Module</td>
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<tr>
<td>Personal Trainers Module</td>
<td>FP</td>
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<tr>
<td>Children and Adolescent Exercise Module</td>
<td>FP</td>
<td>n/a</td>
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<tr>
<td>Exercise to Music</td>
<td>FP</td>
<td>n/a</td>
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Award Courses

BACHELOR OF APPLIED SCIENCE

- Human Movement                          | FP     | Y         | Y         |
- Human Movement/Bachelor of Psychology   | FP     | Y         | Y         |
- Physical Education (Secondary)          | FP     | Y         | Y         |
- Physical Education and Physics#         |        |           |           |

BACHELOR OF ARTS

- Performance Studies                     | FP     | Y         | n/a       |
- Performance and Multimedia              | FP     | Y         | n/a       |
- Fitness Leadership*                     | M      | Y         | Y         |
- Recreation Leadership                   | M,FP   | Y         | Y         |
- Recreation Management                   | FP     | Y         | n/a       |
- Recreation Management/Bachelor of Business–Tourism Management | FP | Y         | Y         |
- Sports Administration                   | B      | Y         | Y         |
- Sports Administration/Bachelor of Business – Management | B | Y         | Y         |
- Sports Administration/Bachelor of Business – Marketing | B | Y         | Y         |

BACHELOR OF APPLIED SCIENCE (HONOURS)

- Human Movement                          | FP     | Y         | n/a       |

BACHELOR OF ARTS (HONOURS)

- Performance Studies                     | FP     | Y         | Y         |
- Recreation Management                   | FP     | Y         | Y         |

School of Nursing

Award Courses

Bachelor of Nursing (Pre-Registration)    | S      | Y         | Y         |

BACHELOR OF HEALTH SCIENCE

- Nursing (Post-Registration)             | S      | Y         | Y         |
- Nursing (Honours)                       | S      | Y         | Y         |
Bachelor of Midwifery#                    | S      | Y         | n/a       |

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Faculty of Science, Engineering and Technology

Faculty Courses

BACHELOR

- Business/Science                        | F/S/W  | Y         | Y         |
- Engineering/Business                    | F      | Y         | Y         |
- Engineering/Science                     | F/S/W  | Y         | Y         |
- Engineering/Laws                        | F      | Y         | Y         |
- Science/Laws                            | F/S/W  | Y         | Y         |

CERTIFICATE

- Foundation Studies                      | F/S    | Y         | Y         |
School of the Built Environment

**BACHELOR OF ENGINEERING**
- Architectural Engineering F Y Y
- Building Engineering F Y Y
- Building Surveying F Y Y
- Civil Engineering F Y Y
- Computational Engineering F Y Y
- Mechanical Engineering F Y Y
- Robotic Engineering F Y Y

**BACHELOR OF SCIENCE**
- Engineering and Business F Y Y
- Environmental Engineering F Y Y

School of Communications and Informatics

**BACHELOR OF ENGINEERING**
- Computer Engineering F Y Y
- Electrical and Electronic Engineering F Y Y
- Microelectronic Systems F Y Y
- Telecommunication Engineering F Y Y
- Photonics F Y Y

**BACHELOR OF ENGINEERING SCIENCE**
- Photonics F Y Y

**BACHELOR OF SCIENCE**
- Applied Physics and Computing F Y Y
- Computer Science F/H/D7 Y Y
- Computer and Mathematical Sciences F Y Y
- Computer Science and Aviation F Y Y
- Computer Technology F Y Y
- Optoelectronics F Y Y

**BACHELOR OF SCIENCE (HONOURS)**
- Computer Technology F Y Y
- Computer Science F Y Y
- Computer and Mathematical Sciences F Y Y
- Physics F Y Y

School of Life Sciences and Technology

**BACHELOR OF APPLIED SCIENCE**
- Chemistry F N Y

**BACHELOR OF SCIENCE**
- Biomedical Sciences S Y Y
- Conservation Biology and Environmental Management S Y Y
- Biotechnology W Y Y
- Ecology and Sustainability W Y Y
- Medical, Forensic and Analytical Chemistry W Y Y
- Nutrition, Food and Health Science W Y Y
- Occupational Health and Safety W Y Y

**BACHELOR OF SCIENCE (HONOURS)**
- Biology (Biotechnology) W Y Y
- Conservation Biology and Environmental Management W Y Y
- Nutrition and Food Science W Y Y
- Biomedical Sciences S Y Y
- Chemical and Environmental Sciences W Y Y

**DIPLOMA**
- Meat Management W N Y

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Telephone: (03)9688 4191- Facsimile: (03)9688 4513 - Email: BobRitchens@vu.edu.au Internet: http://koala.vu.edu.au/academic.
Postgraduate Courses

Faculty of Arts

### HIGHER DEGREES BY RESEARCH

<table>
<thead>
<tr>
<th>Course</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
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<tbody>
<tr>
<td>Master of Arts by Research</td>
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<td>Y</td>
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<tr>
<td>Doctor of Philosophy by Research</td>
<td>S,F</td>
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### POSTGRADUATE PROGRAMS BY COURSEWORK

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## Faculty of Business and Law

### Victoria Graduate School of Business

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<th>Course</th>
<th>Campus</th>
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### School of Hospitality, Tourism and Marketing

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<td>Master of Business in Hospitality Management (Professional Practice)</td>
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<td>Master of Business in Hospitality and Tourism Marketing</td>
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<tr>
<td>Master of Business in Electronic Commerce/Marketing</td>
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<tr>
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### School of Law

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<td>Graduate Diploma of International Commercial Law</td>
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<td>Graduate Diploma in Notarial Practice</td>
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<tr>
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### School of Management

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<tr>
<td>Master of Business in Event Management</td>
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<tr>
<td>Master of Business in Industrial Relations/Human Resource Management</td>
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### Faculty of Human Development

#### Faculty Courses

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<tr>
<td>Graduate Program in Aged Services Management</td>
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<td>– Graduate Diploma in Aged Services Management</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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## School of Health Sciences

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<td>S</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Doctor of Philosophy</td>
<td>S</td>
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## School of Human Movement, Recreation and Performance

<table>
<thead>
<tr>
<th>Course</th>
<th>Campus</th>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td>Graduate Diploma in Exercise and Sport Sciences</td>
<td>FP</td>
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<tr>
<td>Graduate Program in Ageing, Disability and Recreation Management</td>
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<tr>
<td>– Graduate Certificate in Ageing, Disability &amp; Leisure</td>
<td>FP</td>
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<tr>
<td>– Graduate Certificate in Ageing, Disability &amp; Recreation Management</td>
<td>FP</td>
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</tr>
<tr>
<td>– Graduate Diploma in Ageing, Disability &amp; Recreation Management</td>
<td>FP</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>– Master of Arts – Ageing, Disability &amp; Recreation Management</td>
<td>FP</td>
<td>Y</td>
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<tr>
<td>Graduate Program in Loss and Grief</td>
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<tr>
<td>– Graduate Certificate in Loss and Grief Education</td>
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<tr>
<td>– Graduate Certificate in Loss and Grief Counselling</td>
<td>C*</td>
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<tr>
<td>Graduate Program in Sport and Recreation Management</td>
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<tr>
<td>– Graduate Certificate in Sport &amp; Recreation Management</td>
<td>FP</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>– Graduate Certificate in Sport &amp; Recreation Management/Operations</td>
<td>FP</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>– Graduate Diploma in Sport &amp; Recreation Management</td>
<td>FP</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
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<td>FP</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Program in Sport Business</td>
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<td></td>
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</tr>
<tr>
<td>– Graduate Diploma in Sport Business</td>
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<td>Y</td>
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<tr>
<td>– Master of Sport Business</td>
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<tr>
<td>Graduate Program in Exercise Rehabilitation</td>
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</tr>
<tr>
<td>– Graduate Diploma in Exercise for Rehabilitation</td>
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<tr>
<td>– Master of Applied Science – Exercise Rehabilitation</td>
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<tr>
<td>– Human Performance (by coursework)</td>
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<tr>
<td>– (by Research)</td>
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<td>Y</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>C,FP</td>
<td>Y</td>
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</table>

*Two subjects will be taught at the St Albans Campus.*
### School of Nursing

Graduate Diploma in Substance Abuse Studies  
Master of Nursing  
**in incorporating**  
– Graduate Certificate in Cardiothoracic Nursing  
– Graduate Certificate in Cancer Nursing  
– Graduate Certificate in Emergency Nursing  
– Graduate Certificate in Gerontic Nursing  
– Graduate Certificate in Neuroscience Nursing  
– Graduate Certificate in Orthopaedic Nursing  
– Graduate Certificate in Paediatric Nursing  
– Graduate Certificate in Palliative Care Nursing  
– Graduate Diploma in Cardiothoracic Nursing  
– Graduate Diploma in Cancer Nursing  
– Graduate Diploma in Emergency Nursing  
– Graduate Diploma in Gerontic Nursing  
– Graduate Diploma in Neuroscience Nursing  
– Graduate Diploma in Orthopaedic Nursing  
– Graduate Diploma in Paediatric Nursing  
– Graduate Diploma in Palliative Care Nursing  
Master of Midwifery  
**in incorporating**  
– Graduate Diploma in Midwifery  
Master of Nursing (by Research)  
Doctor of Philosophy  

#Subject to final accreditation

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**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.

### Faculty of Science, Engineering and Technology

#### Centre for Environmental Safety and Risk Engineering

<table>
<thead>
<tr>
<th>Doctor of Philosophy</th>
<th>W</th>
<th>Y</th>
<th>Y</th>
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<tbody>
<tr>
<td>Master of Engineering (Research)</td>
<td>W</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Engineering (Coursework)</td>
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<td>Y</td>
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<tr>
<td>Graduate Diploma</td>
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<td>n/a</td>
<td>Y</td>
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<tr>
<td>– Building Fire Safety and Risk Engineering</td>
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<tr>
<td>– Performance-based Building and Fire Codes</td>
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<td>n/a</td>
<td>Y</td>
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<tr>
<td>Centre for Packaging, Transportation and Storage</td>
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<td>Y</td>
<td>Y</td>
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<tr>
<td>Doctor of Philosophy</td>
<td>W</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Engineering (Research)</td>
<td>W</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Graduate Diploma</td>
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<td>n/a</td>
<td>Y</td>
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<tr>
<td>– Intermodal Freight Systems Management</td>
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<tr>
<td>Graduate Certificate</td>
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<tr>
<td>– Intermodal Freight Systems Management</td>
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<td>Y</td>
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<tr>
<td>School of Communications and Informatics</td>
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<tr>
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<tr>
<td>Master of Engineering (Research)</td>
<td>F</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Master of Science (Research)</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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<td>Y</td>
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<tr>
<td>– Multimedia Information Networking</td>
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<td>– Software Engineering</td>
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<tr>
<td>Master of Engineering Science (Coursework)</td>
<td>F</td>
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<tr>
<td>– Computer Systems Engineering</td>
<td>F</td>
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<tr>
<td>– Telecommunication Engineering</td>
<td>F</td>
<td>Y</td>
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</tbody>
</table>
### Master of Engineering
- Microelectronic Engineering  
  Campus: F  
  Full-time: N  
  Part-time: Y

### Master of Science
- Computer Science (coursework)  
  Campus: F  
  Full-time: Y  
  Part-time: Y
- Computer and Mathematical Sciences (coursework)  
  Campus: F  
  Full-time: Y  
  Part-time: Y
- Software Engineering  
  Campus: F  
  Full-time: Y  
  Part-time: Y

### School of Life Sciences and Technology
- Doctor of Philosophy  
  Campus: F,S,W  
  Full-time: Y  
  Part-time: Y
- Master of Science (Research)  
  Campus: F,S,W  
  Full-time: Y  
  Part-time: Y
- Master of Science (Coursework)  
- Environmental Management  
  Campus: F  
  Full-time: Y  
  Part-time: Y
- Food Science and Technology  
  Campus: W  
  Full-time: Y  
  Part-time: Y
- Graduate Diploma  
- Environmental Management  
  Campus: F  
  Full-time: Y  
  Part-time: Y

### School of the Built Environment
- Doctor of Philosophy  
  Campus: F  
  Full-time: Y  
  Part-time: Y
- Master of Engineering (Research)  
  Campus: F  
  Full-time: Y  
  Part-time: Y
- Master of Engineering (Coursework)  
- Project Management  
  Campus: F  
  Full-time: Y  
  Part-time: Y
- Graduate Diploma  
- Project Management  
  Campus: F  
  Full-time: Y  
  Part-time: Y
- Graduate Certificate  
- Project Management  
  Campus: F  
  Full-time: Y  
  Part-time: Y

### Note
The details of the programs, courses and subjects set out in this Handbook might change after publication. To ensure that the information about Faculty of Science, Engineering and Technology courses is still accurate, contact the Faculty of Science, Engineering and Technology 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  